An A3 Network MFP – Copy/Scan/Print

User's Manual

Regulatory model: MT-0904B

Avision Inc.

Safety Information

When using this equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates potentially hazardous situations, which if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Important:
Indicates operational requirements and restrictions. Please read and follow these instructions to ensure a proper operation and to avoid damage to the machine.

Note:
Indicates further explanation or clarification. Reading this is highly recommended.

⚠ ***WARNING:***
To avoid hazardous electric shock or fire, do not remove any covers or screws other than those specified in this manual.

⚠ ***CAUTION:***

- ✓ To reduce the risk of fire, use only no.26AWG or larger telecommunication line cord.
- ✓ Disconnect the power plug by pulling the plug, not the cable.
- ✓ Do not touch the metal fingers of the ADF pad module. The edges are sharp and touching them may result in injury.

Precautions

- Do not install the equipment near heating or air conditioning units.
- Do not install the equipment in a humid or dusty place.
- Place the equipment securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.
- Retain the box and packing materials for shipping purposes.

Notice

Important

- Do not make copies of any item for which copying is prohibited by law.
- Copying the following items are normally prohibited by the local law:
- Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.
- This machine is equipped with a function that prevents making counterfeit bank bills. Due to this, images similar to bank bills may not be copied properly.

Copyrights and Trademarks

Ethernet is a registered trademark of Xerox Corporation.

Microsoft, Windows, Windows NT, Windows XP, and Windows Vista are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and may be trademarks of their respective companies. We disclaim any and all rights to those marks.

Warranty

The information contained in this document(s) is subject to change without notice.

The manufacturer makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of fitness for a particular purpose.

The manufacturer shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

FCC Radio Frequency Interference Statement

This product has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of the FCC rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. The FCC Class B limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult your point of purchase or service representative for additional suggestions.

CE Warning

This product satisfies the Class B limits of EN55022, EN55024 and safety requirements of EN 60950.

Table of Contents

1. Getting Started 1
   - Introduction 1
   - Features 1
   - External View 3
   - Package Contents 5
   - The Control Panel 6
2. Installing Your Machine 11
   - Unpacking The Product 11
   - Unlocking the Scan Unit 12
   - Removing the Tapes of the Toner Cartridge 13
   - Placing The Paper to the Input Trays 16
   - Connecting to the Network 22
   - Connecting The Power Cable 23
   - Turning On The Machine 24
3. Configuring the Machine 25
   - The Navigation Buttons 25
   - Menu Items and Description 26
   - Menus Example 1 – Set Manual Tray Paper Size & Orientation 34
4. Copying 37
   - Placing Originals 37
   - Paper Orientation 39
   - Basic Copy Features 40
   - Special Copy Features 47
5. Installing the Printer Driver and the Scanner Driver55
   - System Requirement 55
   - Installing the Printer Driver 55
   - Uninstalling the Printer Driver and the Scanner Driver 57
6. Accessing the Printer Driver Properties 61
   - How To Access the Printer Driver Properties 61
   - Using the Printer Preferences Dialog Box 63

7. Net Scan 75
Performing Net Scan 75
To receive your document image from the product memory錯誤! 尚未定義書籤。
8. Storage Copy & Print 83
Performing Storage Copy 83
Performing Storage Print ..... 錯誤! 尚未定義書籤。
Performing Security Print ..... 錯誤! 尚未定義書籤。
Printing the Storage Job from the Product Memory 88
Deleting the Storage Job or Secure one from the Product Memory 90
Printing the Secure Storage Job from the Product Memory 92
9. Scanning 94
System Requirements 94
Operating Steps 94
10. Troubleshooting 109
Clearing A Warning or Error Message 109
11. Maintenance 115
Cleaning The Glass 115
Clearing the ADF Paper Jam 116
Cleaning the ADF ..... 錯誤! 尚未定義書籤。
Replacing a Toner Cartridge 118
Replacing a Fuser 120
Appendix 124
Scanning From The Button 124
Using the MFP Settings 128
Viewing the Embedded Web page 136
Installing A Duplex Module(Optional) 139
Installing Tray 2 (Optional) 142
Specifications 144
Index 147

1. Getting Started

Introduction

Thank you for purchasing the Avision 3-in-1 MFP product. This product is Avision's latest innovation which integrates scan, copy, and print functions into one unit which support document up to A3 size.

Best of all, through the network port at the back of the machine, the product is able to work as a network printer. Through the LCD screen and easy-to-use control panel, making copies is easy just as you normally do on a regular copier.

Features

Digital Copying:
With the advanced CIS technology, the product is able to perform outstanding copy quality to present photo with various shades of gray.

Various Advanced Copy Features
The product is designed with various advanced copy features which includes ID card copy, auto rotate to match output paper, paper saver to copy multi-page document onto a single sheet and etc.

Duplex Copying
With an optional duplex unit, the product allows you to perform duplex copies.

Scanning:
When the product is connected to a computer, it can be used as a full scanner to capture photos or documents into your computer.

Printing:
When the product is connected to a computer through the USB interface, it is able to scan your document and perform printing through your computer.

Embedded Web Page:

The product provides a convenient way to view the supplies status of printer cartridge, scan count, and copy count to help you maintain the product well. By simply typing the machine's IP address in the URL field of your browser, the product's embedded web page will be prompted.

Net Scan:

The product is able to scan and save documents to the built-in memory card and also allow a user to remotely receive the scanned images via a network utility.

Storage Copy & Print:

The product has a built-in storage memory card. Without wasting paper and places, a user can save lots of document images to the memory on the product panel or through the printer driver screen and share them with other users who want to print specified document images from the product memory to the product printer.

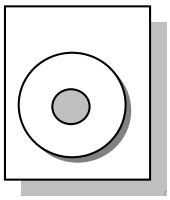
External View

The Front View

The Rear View

Package Contents

Main unit

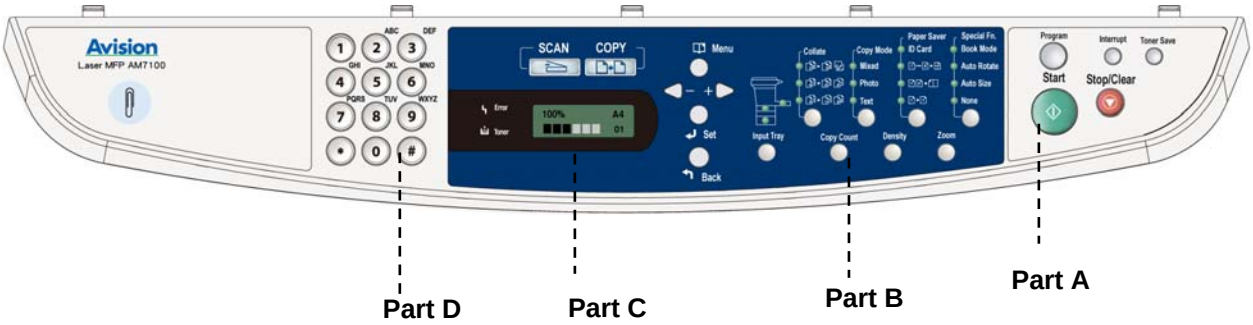


Software CD (Printer Driver, Scanner Driver and Button Manager)

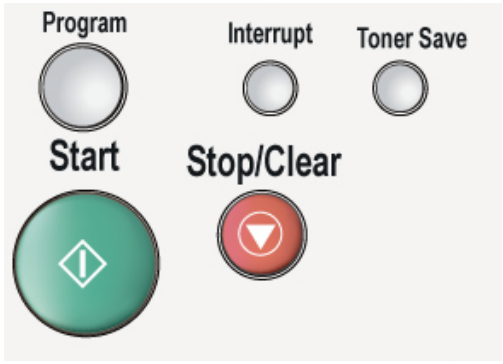
USB Cable

Power Cable

The Control Panel

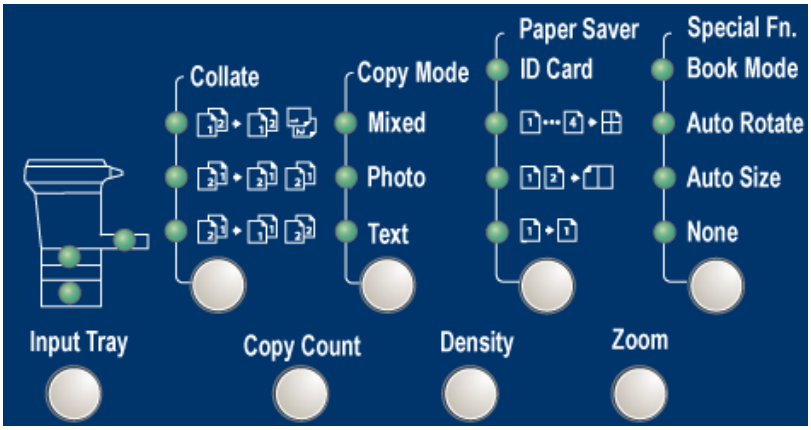


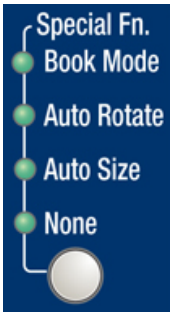
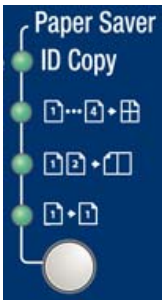
Part A:

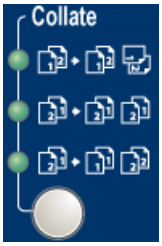


Toner Save	Allows you to enter a toner saving mode.
Interrupt	Interrupts a current PC-print job and to do a copy job first. When the copy is finished, the PC-print job will continue.
Program	Used for the storage copy ID input.
Stop/Clear	Stops an operation at any time and lets you exit the menu.
Start	Starts a copy or scan job.

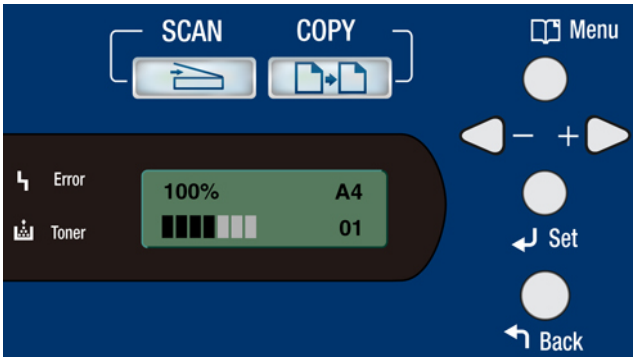
Part B:

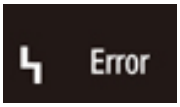
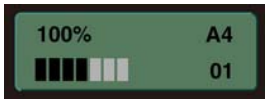


	**Book Mode:** Copies two specified pages of a book to two separated pages on the printer output tray. **Auto Rotate:** Automatically rotates your document orientation to match with your output paper. **Auto Size:** Automatically rescale your document to copy the entire contents on your output paper. **None:** Uses none of the above functions.
	**ID Copy:** Allows you to copy the front and rear side of your ID card on one side of paper. **Paper Saver:** Allows you to copy 1, 2, or 4 pages of document into one single sheet of paper.

	Chooses your copy mode. **Mixed:** Suitable for most typed originals. **Photo:** Suitable when your original contains photos. **Text:** Select to sharpen your text.
	Choose your copies to be placed in "**Sort**" (e.g. pages 1,2,3/1,2,3/1,2,3) order, in "**Stack**" (e.g. pages 1,1,1/2,2,2/3,3,3) order, or in "**Rotate Collate**" (e.g. pages 1,2,3/1,2,3 (rotated)/1,2,3/1,2,3 (rotated))order.
	Reduce or enlarge your original.
	Lighten or darken your original.
	Selects your copy count. (Pressing the button one time increases one page.)
	Selects to load your paper from tray 1, tray 2(optional), or manual tray.

Part C:



	Press to use the Scan function.
	Press to use the Copy function.
	**Error LED:** Turns on when any error unrelated to toner happens.
	Toner LED: Turns on when the toner cartridge is empty or blinks when the remaining toner is lower than 20% of the full toner capacity.
	**LCD Screen:** Displays messages on the screen to help you set up and use this product.
	Menu Button: Enters Menu Mode.
	Scroll Button: Scrolls through the options available for the selected menu item.
	Set Button: Confirms the selection on the display.
	Back Button: Returns to the previous level of the menu.

Part D:

	Numeric pad: Enters a number or alphabetical characters.

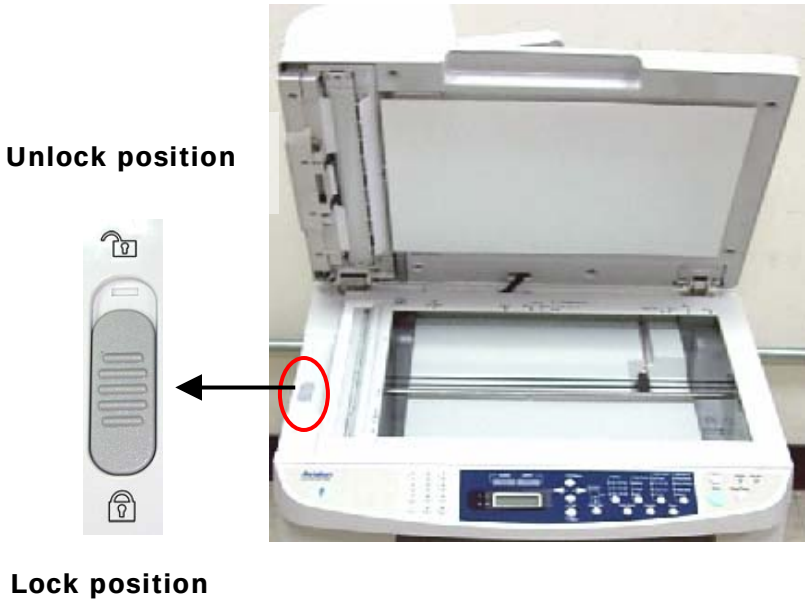
2. Installing Your Machine

Unpacking The Product

Remove the plastic bag and tapes from the product.

Unlocking the Scan Unit

The scan unit is locked during transport to protect the scanning mechanism from being damaged. ***Be sure to unlock the scan unit by moving the lock switch to the "Unlock" position before using the machine.***



Note:

If you need to move the product for repair or any other reason, be sure to lock the product before moving. To lock the product, please do the following,

1. Turn off the product.
2. If the scan unit is not located at the front of the flatbed glass, turn on the product. After the scan unit returns to the front end, turn off the product.
3. Move the lock switch to the "Locked Position".

Removing the Tapes of the Toner Cartridge

Important!

When you unpack the machine, a toner cartridge has been included in the printer of this machine. Yet, you need to remove the tape of the toner cartridge before using it.

To remove the tape of the toner cartridge,

1. Open the toner cartridge door by pressing the button of the front cover.

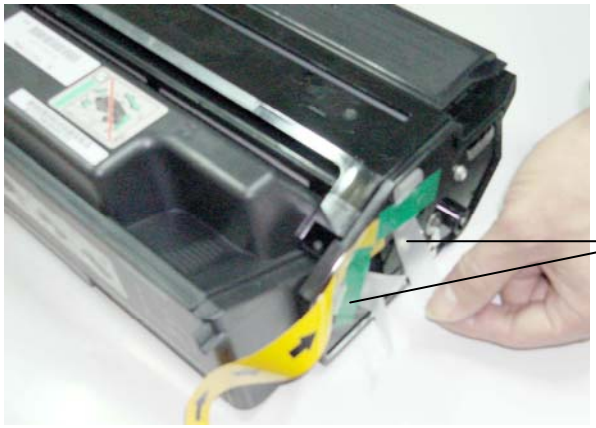
2. Remove the toner cartridge from the machine.

Toner Cartridge

Caution!

To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.

3. Remove the tapes on the cartridge as shown.



Tapes

4. Insert the cartridge back to its place as shown.

5. Close the front cover.

Note:

If toner gets on your clothing or other fabric, wipe off the toner with a dry cloth. Wash the items in cold water and air dry.

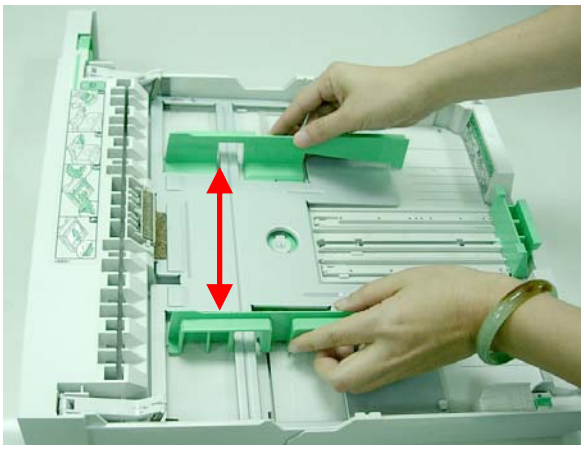
Placing The Paper to the Input Trays

To insert A4 or Letter-size paper to the main input tray,

1. Fan your paper first.

2. Pull out the main input tray to the end and then lift the input tray to about 30 degrees as indicated to remove the tray from the product.

3. Slide the paper guide adjusters to fit the desired paper size.



4. Place the paper in the main input tray.

5. Adjust the paper-size dial to reflect your actual paper size and orientation in the main input tray. Note whenever you have changed your paper size or paper orientation, you have to adjust the paper-size dial at the same time. Otherwise, the machine can not identify your paper size and orientation.

Paper-Size Dial

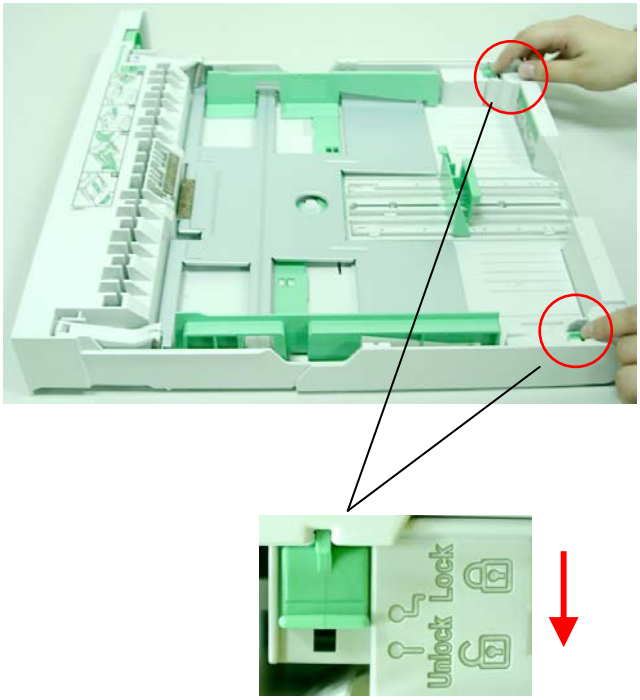
Note:

The choice of paper size and orientation in the paper-size dial includes A4 Landscape, A4 Portrait, A5 Landscape, A3 Portrait, Letter Landscape, Letter Portrait, and *. If your paper size and orientation is not included in the paper-size dial, move the dial to the "*" selection.

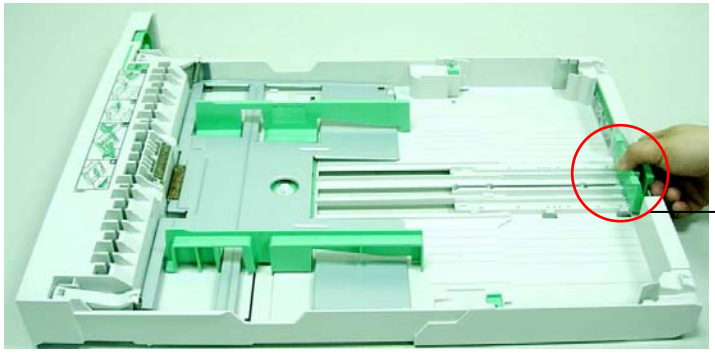
6. Raise the paper tray to about 30 degrees to insert the tray to the product and then move it to the inside as indicated.

To insert A3-size paper,

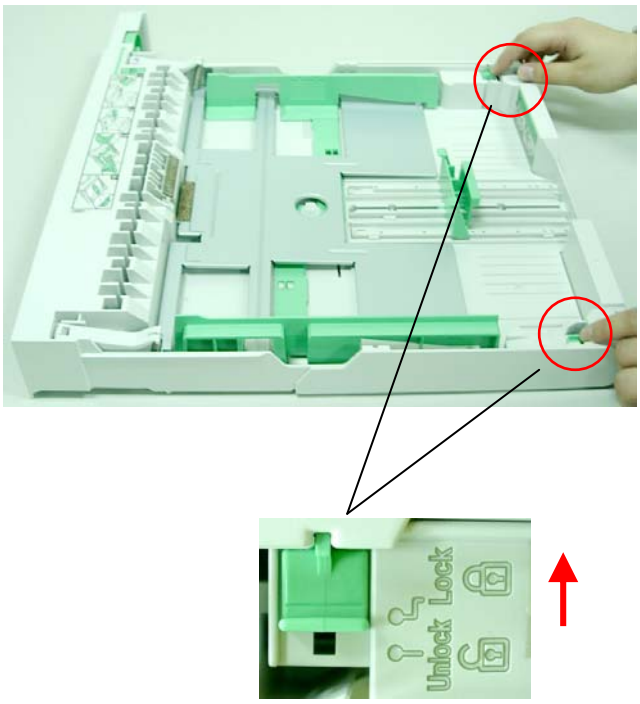
1. Follow step 2 in the preceding section to remove the paper tray.
2. Move the lock switch of the tray to the “Unlock” position.



7. Move the extension to the end.



8. Move the lock switch back to the “Lock” position.



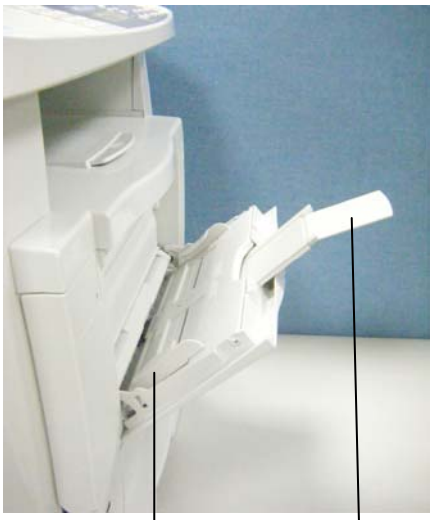
To insert paper to the manual tray,

1. Pull the release button of the front cover. The manual tray will be opened as indicated.

Release Button

Manual Tray

2. Pull the tray extension out and slide the paper guide to fit your paper. Insert the paper to the manual input tray as indicated.



Tray Extension

Paper Guide

Your Paper

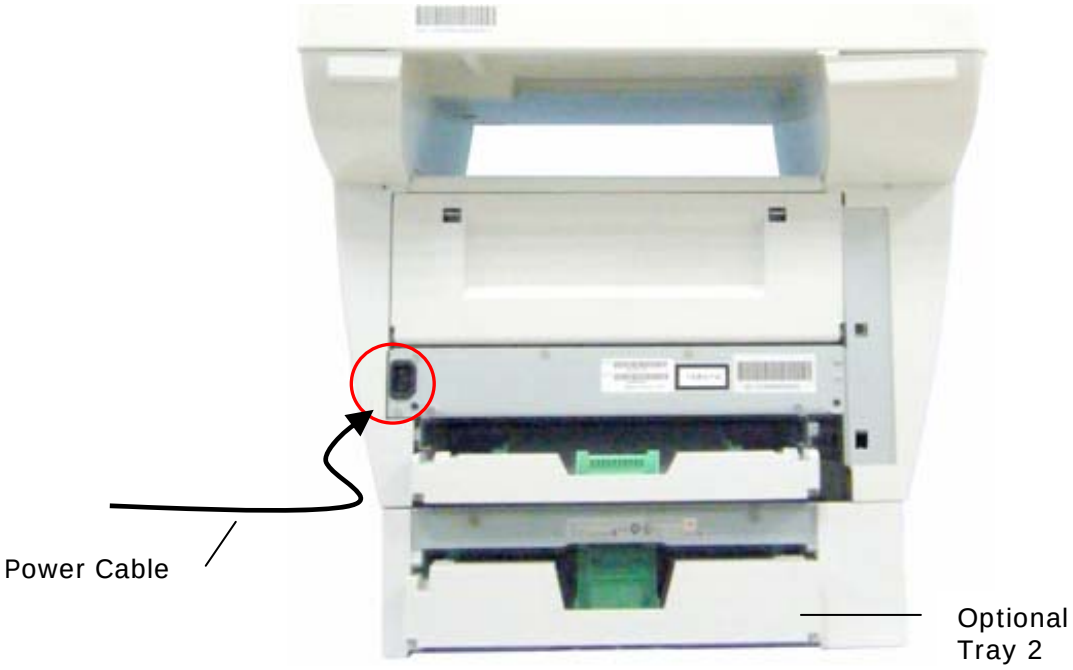
Connecting to the Network

1. Connect one end of your network cable to an available port of your Ethernet Hub.

2. Connect the other end to the LAN port at the back of the product as shown.

Connecting The Power Cable

1. Make sure the power switch is at the “0” position.
2. Connect the small end of the power cable to the power jack of your product.
3. Connect the other end to an appropriate power outlet.



Turning On The Machine

To turn on the product, press the power switch at the bottom toward the "**ON**" position.

Note:

When the product is not in use, be sure to move the switch toward the "**OFF**" position to get a zero power consumption state.

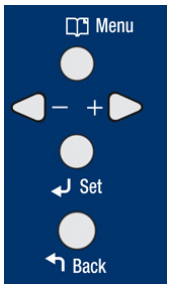
3. Configuring the Machine

This product is designed to be ready to use with the default settings. However, if desired, you can change the settings to meet your specific needs. To change the default settings, press the "menu" button on the control panel. The menu information will be displayed. The information helps you to make various settings that fit your needs.

The Navigation Buttons

To navigate the menu items, the **Set**, **Left-arrow**, **Right-arrow**, and **Back** buttons are provided on the control panel. You can adjust settings (e.g. set the paper size for Tray 1) or view information (e.g. IP address, firmware version).

Typical steps in using the menus are as follows:



1. Press the **Menu** button to access the menu.
2. Enter menu mode by pressing either the **Set** button or the **Left-arrow** or **Right-arrow** button and press the latter two repeatedly until the desired menu is highlighted in the displayed list.
3. Press the **Set** button to select this menu.
4. Press the **Left-arrow** or **right-arrow** buttons repeatedly until the desired item is highlighted.
5. Press the **Set** button to select this item. The LCD shows "Settings OK" on the bottom line.

6. Press the **Stop/Cancel** button to leave the menu item.

Menu Items and Description

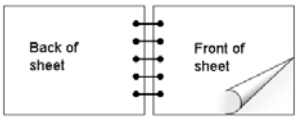
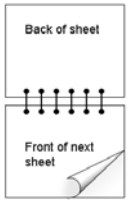
Common Setup

* Default Settings

Item	Description	Choice
11. Language	The language displays on the LCD panel.	*English, Traditional Chinese, Simplified Chinese
12 Input Tray		
Tray 1	The available paper size and orientation on the input tray.	Double Letter (SEF) A3 (SEF) Legal (SEF) Letter (SEF/LEF) A4 (SEF/*LEF) A5 (LEF) B5 (SEF/LEF) B4 (SEF) 8K (SEF) 16K (SEF/LEF)
Tray 2	The available paper size and orientation on the input tray.	Double Letter (SEF) A3 (SEF) Legal (SEF) Letter (SEF/LEF) A4 (SEF/*LEF) A5 (LEF) B5 (SEF/LEF) B4 (SEF) 8K (SEF) 16K (SEF/LEF)
Manual Tray	The available paper size and orientation on the manual tray. ***Note:*** *Please note the duplex module does not work well with small size such as postcard, or passport. Please copy one side at a time.*	Double Letter (SEF) A3 (SEF) Legal (SEF) Letter (SEF/LEF) A4 (SEF/*LEF) A5 (SEF/LEF) B5 (SEF/LEF) B4 (SEF) PT (SEF) (Postcard) 8K (SEF) 16K (SEF/LEF)
13. Sleep Mode	Choose how long to enter the energy saving mode after your last action.	5Min, *15Min, 30Min, 1Hr, 2Hr, 4Hr

Note:

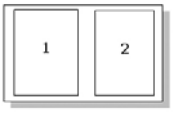
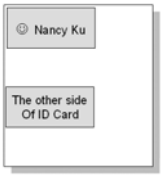
Max scan area for flatbed: A3. Max. scan area for flatbed is A3. DLT (Double Letter) is not available. If you wish to scan an A3 size document, place the paper in the ADF.

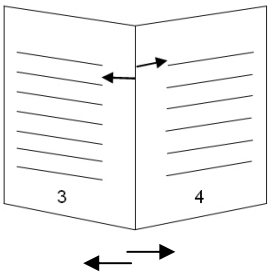
14. Output Mode	Choose Duplex if a duplex (two-sided) copy is required and a Duplex unit is installed.	*Simplex, Duplex
15. Duplex Setting	Choose the orientation of your duplex printing.	*Booklet, Calendar  Booklet  Calendar
16. Backup	Choose ON to enable Backup to automatically save the printing or copying job to a connected computer.	ON, *OFF
17. Recalibration	Choose to perform calibration if the scanned image is not satisfactory.	
18. Default Mode	Choose the default operation mode.	*Copy Mode, Scan Mode
19. Information	Choose the view system information.	System Version, S/N
110. Reset Default	Press to return to factory default settings.	

Copy Setup

* Default Setting

Item	Description	Choice
21. Mode	Choose your copy mode to enhance text or photo.	*Text, Photo, Mixed
22. Density	Choose to lighten or darken your original.	Level 1~6 (*4)
23. Collate	Choose **ON** to place your copies in sort (e.g. pages 1,2,3/1,2,3/1,2,3) orders or **OFF** in stack (e.g. pages 1,1,1/2,2,2/3,3,3) orders. ***Note:*** *1. When Rotate Collate is selected, you need to specify the same paper size in tray 1 and manual tray.* *2. Tray 2 can not be selected when Rotate Collate is used.*	*OFF, ON, Rotate Collate Collate Rotate Collate
24. BG Removal	Choose to remove background to sharpen your text. ***Note:*** *To use this feature, you need to set your copy mode (Text, Mixed, or Photo) on the control panel first.*	Text (OFF, *ON), Mixed (OFF, *ON)

25. Zoom	Choose to rescale your document. **Full Page**: Automatically reduce your document to copy the entire page on the output paper. **Source to Target**: A conveniently way to zoom your original to match your paper size in the input tray. Source means the paper size of your original. Choice: DLT, PT, LT, A5, B5, A4, B4, LG, A3, 8K, 16K, LG. Target which means your current paper size of your input tray will be automatically shown if you have previously set.	*100%, Full Page, Source to Target, Custom(25~400):100%
26. Paper Saver	Choose to rescale and combine your document in 2-Up (copy 2 pages in a single sheet) or 4-Up (copy 4 pages in a single sheet). **ID Card**: Copy the front and rear side of your card in the same side of a single sheet.	*None, 2-Up, 4-Up, ID Card  2-Up 4-Up  ID Card

27. Watermark	Choose to add watermark on your document. To use this function, you need to install Button Manager which is included in the printer driver in the supplied CD and connect a computer to this machine. (See Appendix)	*OFF, ON
28. Special Fn	**Auto Size:** Choose to automatically rescale your original to fit the output paper. **Auto Rotate:** Choose to automatically rotate your document orientation to fit the output paper. **Book Mode:** Choose Book Mode to delete the bookspine area to improve the copy quality. (See also Book Margin)	*None, Auto Size, Auto Rotate, Book Mode
29. Toner Save	Choose to make copy in a toner saving mode.	*OFF/ON
210. Book Margin	Set the book margin to be deleted to avoid the shadow at the **bookspine** area. For example, if you set 18mm, a total of 36 mm (right 18mm, left 15mm) will be cut.	0mm, 3mm, 6mm, 9mm, 12mm, 15mm, **18mm**  **18 mm 18mm** Bookspine margin

Report

Item	Description
31. Configuration	Choose to print the configuration of this machine.
32. Menu Map	Choose to print all the menu items and their choices in the LCD screen.
33. Usage Report	Choose to print the usage report including scan count, copy count and cartridge information.
34. Storage List	Choose to print the storage report

Network

If this machine needs to serve as a network printer, you need to assign an IP address for the machine on the network.

***** Default setting

Item	Description	Choice
41. Enable	Choose to enable or disable network.	OFF, *****ON
42. TCP/IP		
DHCP	Choose to use DHCP or assign a static IP.	*ON, OFF
Host Name	Enter your host name (this machine's name).	
Static IP		
IP Address	Enter the IP address of this machine.	
Subnet Mask	Enter the subnet mask.	
Gateway	Enter the gateway IP.	
WINS Server		
Primary	Enter the primary IP address of your WINS server.	
Secondary	Enter the secondary IP address of your WINS server.	
DNS Server		
Primary	Enter the primary IP address of your WINS server.	
Secondary	Enter the secondary IP address of your WINS server.	
IP Infor.		
IP Address	Press to check the IP address of this machine.	

Note:

1. DHCP server: With DHCP (Dynamic Host Configuration Protocol), a host can automatically be given a unique IP address each time it connects to a network--making IP address management an easier task for network administrators. If the DHCP server is available from your network, you do not need to enter TCP/IP, subnet mask, gateway, and DNS information. Instead, this information will be automatically given for the product.
2. IP Address: An IP (Internet Protocol) address uniquely identifies a host connection to an IP network. System administrator or network designer assigns the IP address. The IP address consists of two parts, one identifying the network and the one identifying your node. The IP address is usually written as four numbers separated by periods. Each number can be zero to 255. For example, 10.1.30.186 could be an IP address.
3. WINS server: Windows Internet Name Service (WINS) servers dynamically map IP addresses to computer names (NetBIOS names). This allows users to access resources by computer name instead of by IP address. If you want this computer to keep track of the names and IP addresses of other computers in your network, configure this computer as a WINS server.
4. DNS: Stands for Domain Name System. The DNS server identifies hosts via names instead of IP addresses. If the DNS server is available on your network, you can enter the domain name instead of digits for the IP address.

Storage Job

Item	Description	Choice
51. Job Print	Print the specified storage job	Input ID Search ID
52. Job Delete	Delete the specified storage job	Input ID Search ID

Net Scan Set

Item	Description	Choice
61. Parameter 1/62. Parameter 2/63. Parameter 3		
Mode	Preset color settings for scanning job.	B&W Gray Color
Resolution	Preset resolution for scanning job.	150 DPI 300 DPI
Scan Area	Preset scan area for scanning job.	A3, 8K, B4, A4, B5,A5, 16K, PT, LG, LT, DLT, Auto for ADF
File Format	Preset file format for scanning job.	JPEG (No B&W) PDF PDF－M PDF-MDuplex
Sharpness	Preset sharpness for scanning job.	None Light More Heavy Extra Heavy
64. Time Out Set	After time out, the scanned images in the memory will be deleted automatically.	15 min 30 min

Menus Example 1 – Set Manual Tray Paper Size & Orientation

1. Press the **Menu** button on the control panel. The LCD screen shows the following **Menu** screen.

Menu / to select
Press ◀▶, Num

2. Press the Set button, the Left-arrow or the Right-arrow button. The LCD screen shows "**1. Common Setup**".

1. Common Setup
Press ◀▶, Set

3. Press the **Set** button. The LCD screen shows "11. Language".

11. Language
Press ◀▶, Set

4. Press the Left-arrow or the Right-arrow button. The LCD screen shows "**12. Input Tray** " on the display.

12. Input Tray
Press ◀▶, Set

5. Press the **Set** button and then press the Left-arrow or the Right-arrow button until "**Manual Tray**" appears on the display.

Manual Tray
Press ◀▶, Set

6. Press the **Set** button. The LCD screen shows the following paper size.

Paper: A3
Press ◀▶, Set

7. Press the Left-arrow or the Right-arrow button repeatedly until your desired paper size appears on the display, for example, PT(Postcard) SEF (Short Edge First).

Paper: PT
Press ◀▶, Set

8. Press the **Set** button to confirm the selection. If successful, the LCD screens will display the "**Setting OK**" message.

Paper: PT
Setting OK

9. Press the **Stop/Cancel** button to leave the menu screen and enter the operation mode.

Menus Example 2 – Print A Usage Report

1. Press the **Menu** button on the control panel. The LCD screen shows the following **Menu** screen.

Menu / to select
Press ◀▶, Num

2. Press the **Set** button, the **Left-arrow** or the **Right-arrow** button. The LCD screen shows "**1. Common Setup**".

1. Common Setup
Press ◀▶, Set

3. Press the Left-arrow or the Right-arrow button repeatedly until "**3. Report** " appears on the display.

3. Report
Press ◀▶, Set

4. Press the **Set** button and then press the Right-arrow or Left-arrow button until "33. Usage report" appears on the LCD screen.

33. Usage Report
Press ◀▶, Set

5. Press the **Set** button. The Usage Report page will be automatically printed out.

6. Press the **Stop / Clear** button to leave the menu screen and enter the operation mode.

4. Copying

Placing Originals

To place your original on the flatbed glass,

1. Open the ADF document cover.
2. Place the original document with text **FACE DOWN** on the flatbed glass and align it with the upper-left corner as indicated.

3. Close the ADF document cover.

To place your original into the ADF input tray,

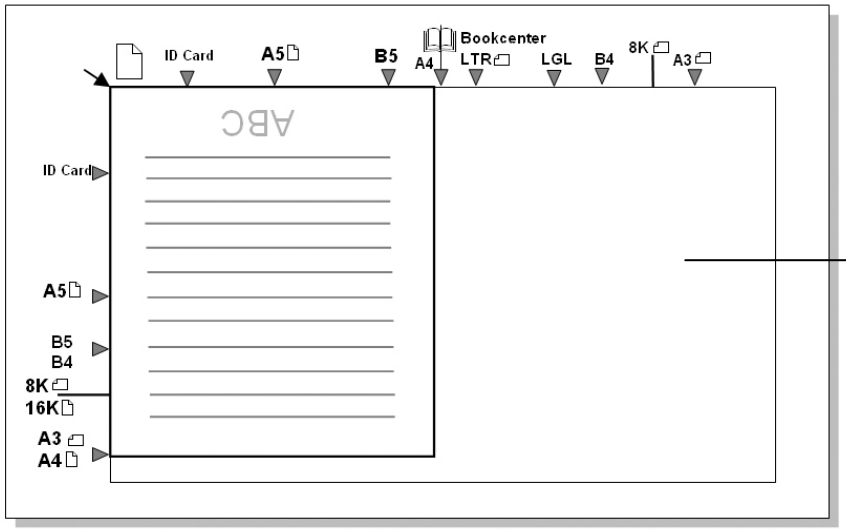
1. Put the top end of the original media stack into the ADF input tray, with the media stack **FACE UP** and the first page to be copied on top of the stack.
2. Adjust the media guides to the document size.

Note:

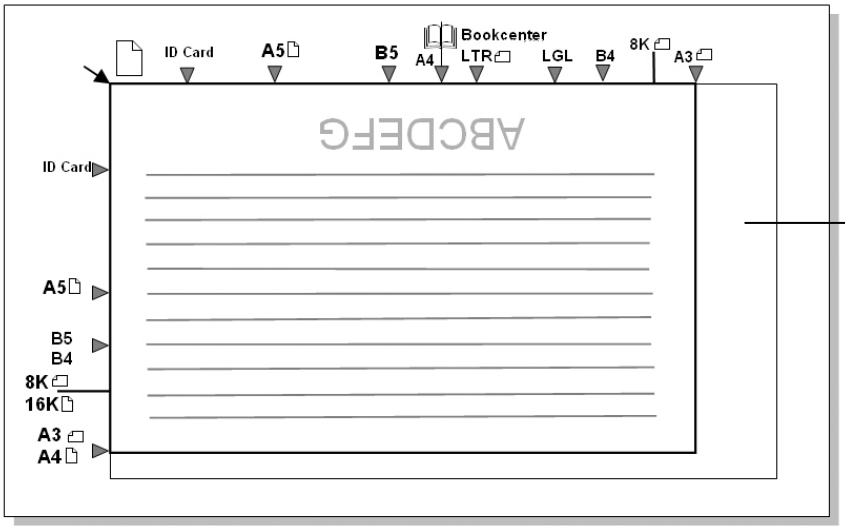
If the ADF input tray is empty, the product considers the scan source is flatbed glass. If the ADF input tray is not empty, the product considers the scan source is ADF input tray.

Paper Orientation

Place your A4 or LTR paper vertically on the glass with the text facing down and align it with the A4 or LTR marks.



If your paper is larger than LTR or A4, for example, LGL or A3, place your paper horizontally with text facing down and align it with the LGL or A3 marks.



Increasing Your Copy Count

To increase your copy count,

1. Place your document either on the flatbed glass or into the ADF input tray.

2. Press the **Copy Count** button. The display shows your copy count to be 2. To increase more count, press the **Copy Count** button repeatedly until you desired copy count appears on the LCD display. Default is 1.

Or

Enter the number of copies by the number keys on the Number Pad. In either way, the number will be displayed on the LCD screen.

Copy Count

3. Press the green **Start** button. Copy is starting.

Adjusting Density

To adjust density,

1. Place your document either on the flatbed glass or into the ADF input tray.

2. Press the **Density** button repeatedly until your desired density level appears on the LCD display. (Default is level 3.)

3. Press the green **Start** button. Copy is starting.

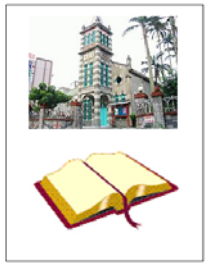
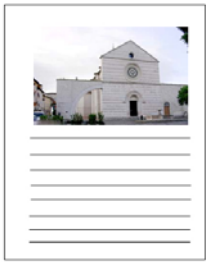
Changing Your Copy Mode

To change your copy mode,

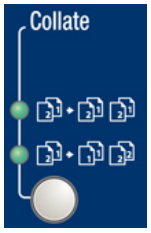
1. Place your document either on the flatbed glass or into the ADF input tray.
2. Press the **Copy Mode** button. The selected **Copy Mode** LED will be lit.
   Press the **Copy Mode** button repeatedly until your desired mode LED is lit.
   Default is **Mixed** mode.
3. Press the green **Start** button. Copy is starting.

Type of copy mode:

- **Mixed:** Used for documents mixing with text and graphics. To copy inside pages of a book or magazine, it is recommended to use Mixed mode since a "descreen" function to eliminate the moire patterns commonly found in printed matter is added.
- **Photo:** Used for the original containing pictures or photographs.
- **Text:** Used for documents containing mostly text.

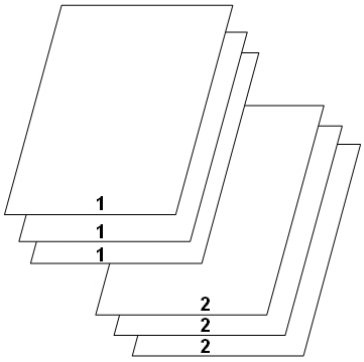
		
Text Mode	Photo Mode	Mixed Mode

Collating Your Copies

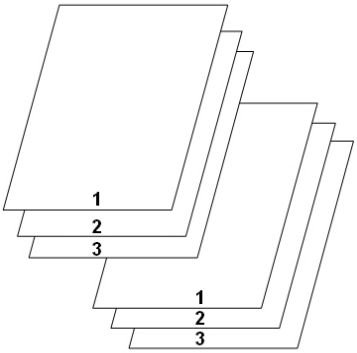


To collate your copies,

1. Place your document either on the flatbed glass or into the ADF input tray.
2. Press the **Collate** button. Default is stack type (e.g. pages 1/1/1, 2/2/2, 3/3/3). The sort type (e.g. pages 1/2/3, 1/2/3, 1/2/3) LED will be lit.
3. Press the green **Start** button. Copy is starting.



Stack Type

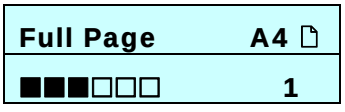


Sort Type

Rescaling Your Copies

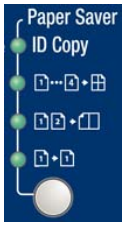
To reduce or enlarge your original,

1. Place your document either on the flatbed glass or into the ADF input tray.
2. Press the **Zoom** button repeatedly until your desired zoom ratio is displayed. Default is 100%. Zoom ratio: 25%~400%.



3. Press the green **Start** button. Copy is starting.

Combining Your Document

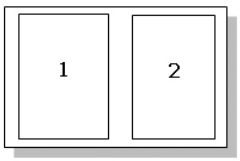


To place the original on the scanner flatbed glass,

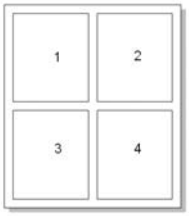
1. Place your document on the glass. If your original is an ID card, align your ID card with the ID Card mark.
2. Press the **Paper Saver** button until the desired paper saver LED is lit. For example, ID Copy, 2-Up (2-in-1) or 4-Up (4-in-1).
3. When the 1st page is scanned, the screen shows the following message.

Next page: 1
Finish: 2

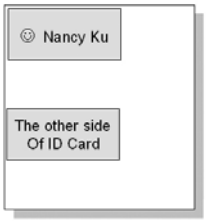
4. Open document cover. Remove 1st page and insert 2nd page on the document flatbed glass or turn the other side of the ID Card on the flatbed glass. Press **1** (Note: The delay time is 30 seconds. If you have not inserted 2nd page and press the Start button, this machine automatically starts scanning.)
5. Press **2**. Copy is done. If you are using 4-UP, repeat step 4 and 5.



2-Up



4-Up



ID Card Copy

Note:

Making ID card copy using the duplex module may easily cause paperjam. It is recommended to make ID card copy in simplex mode.

To place the original in the ADF input tray,

1. Place your document in the ADF input tray.
2. Press the **Paper Saver** button until the desired paper saver LED is lit. For example, 2-Up (2-in-1) or 4-Up (4-in-1).
3. Press the green **Start** button. Copy is starting.

Selecting Paper Tray

In normal operation, you do not need to select paper tray. Paper will be copied from the default tray. However, if you wish to use another tray, for example, the manual tray, you can select the paper tray on the control panel.

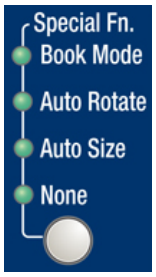
To select paper tray,

1. Place your document either on the flatbed glass or into the ADF input tray.
2. Press the **Input Tray** button repeatedly until your desired tray location LED is lit. Default is tray 1.
3. Press the green **Start** button. Copy is starting.

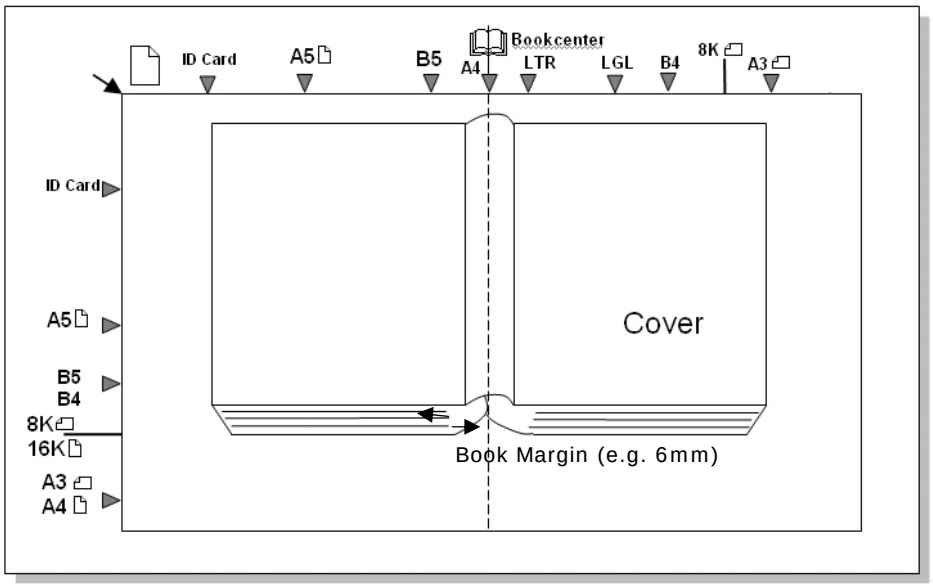
Using the Book Mode

This mode enables you to copy the facing pages in a book or a magazine to separate sheets of paper.

To copy facing pages in a book,



1. Press the **Special Fn**. button repeatedly until the **Book Mode** LED is lit. (Default is None.)
2. Place your facing pages FACE DOWN on the flatbed glass and align the bookspine with the bookmark in the center as illustrated.

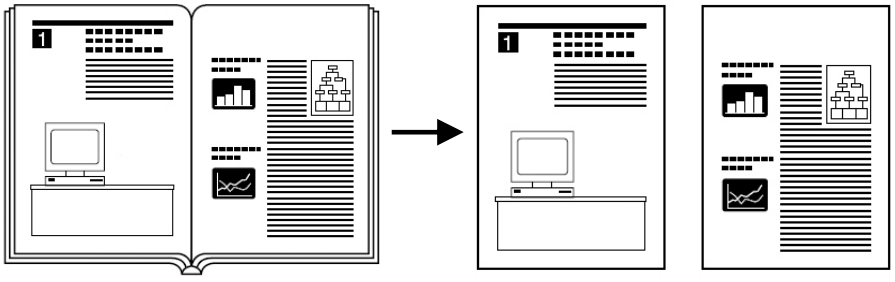


3. Select the bookspine margin you would like to cut by pressing the **Menu** button and select **Copy Setup**>**Book Margin** and choose your ideal margin from a selection of 0mm, 3mm, 6mm, 9mm, 12mm, 15mm, 18mm. Default is 18mm. Selecting 6mm means a total of 12mm (right 6mm, left 6mm) will be cut on the bookspine area to avoid a possible shadow.

2. Copy Setup	→	210. Book Margin
Press ◀▶, Set		Press ◀▶, Set

4. Press green **Start** button. The right page is copied first, and the left page next.

5. If you wish to continue making copies, simply turn next page and press the **Start** button to perform next copying. (Note the selected setting will be saved in 30 seconds. If you have no further action in 30 seconds, all settings return to default.)



Original Book Mode (two separate pages)

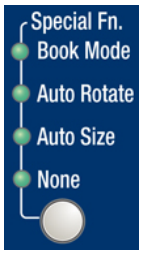
Note:

When using Book Mode, you can not specify the paper size in the input paper tray to be larger than A4 or Letter such as Legal, Double Letter, B4, 8K, or A3.

Using Auto Size

This feature allows you to automatically reduce or enlarge your original to fit the output paper from the printer.

To use auto size,



1. Place your document either on the flatbed glass or into the ADF input tray.
2. Press the **Special Fn**. button repeatedly until the **Auto Size** LED is lit. (Default is None.)
3. Press the green **Start** button. The copy is starting and your original is rescaled.

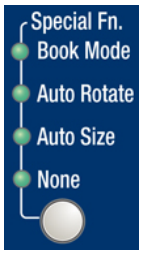
Note:

When using Auto Size, only four types of paper sizes such as A4🗋, A4🗋, Letter🗋, Letter🗋, Legal, and A3 can be detected.

Using Auto Rotate

This feature allows you to automatically rotate the orientation of your original to fit the output paper of the printer.

To use auto size,



1. Place your document either on the flatbed glass or into the ADF input tray.
2. Press the **Special Fn**. button repeatedly until the **Auto Size** LED is lit. (Default is None.)
3. Press the green **Start** button. The copy is starting.

Using Duplex Mode and Select Binding Orientation

To use duplex mode, you need to purchase and install a duplex module first.

To use duplex mode and select binding orientation,

1. Place your document either on the flatbed glass or into the ADF input tray..
2. Press the **Menu** button on the control panel. The LCD screen shows the following **Menu** screen.

Menu/to select
Press ◀▶, Num

3. Press the **Set**, the Left-arrow or the Right-arrow button. The LCD shows "**1. Common Setup**".

1. Common Setup
Press ◀▶, Set

4. Press the **Set** button and then the Left-arrow or the Right-arrow button repeatedly until "14. Output Mode" is displayed.

14. Output Mode
Press ◀▶, Set

5. Press the **Set** button and then the Left-arrow or the Right-arrow button until Duplex is displayed.

Duplex
Press ◀▶, Set

6. Press the **Set** button to choose the selection. If successfully, the LCD shows "Setting OK".

Duplex
Setting OK

7. Press the **Back** button and then the Right-arrow or the Left-arrow button repeatedly until "Duplex Setting" is displayed.

15. Duplex Setting
Press ◀▶, Set

8 Press the **Set** button and then the Right-arrow or the Left-arrow button repeatedly until your desired binding orientation is displayed. For example, Booklet.

Booklet
Press ◀▶, Set

9 Press the Set button. If successfully, the LCD shows “Setting OK”.

Booklet
Setting OK

10 Press the **Stop/Clear** button to leave the menu screen and enter the operation mode.

11 Press the green **Start** button. The copy is starting.

Using Background Removal

1. Place your document either on the flatbed glass or into the ADF input tray.

2. Press the **Menu** button on the control panel. The LCD screen shows the following **Menu** screen.

Menu / to select
Press ◀▶, Num

3. Press the Set, the Left-arrow or the Right-arrow button. The LCD shows "1. Common Setup".

1. Common Setup
Press ◀▶, Set

4. Press the Left-arrow or the Right-arrow button repeatedly until "**Copy Setup**" is displayed.

14. Output Mode
Press ◀▶, Set

5. Press the **Set** button and then the Left-arrow or the Right-arrow button until "**24. BG Removal**" is displayed.

24. BG Removal
Press ◀▶, Set

6. Press the **Set** button and then the Left-arrow or the Right-arrow button until "**Text Mode**" is displayed.

Text Mode
Press ◀▶, Set

7. Press the **Set** button and then Left-arrow or the Right-arrow button until "**ON**" is displayed.

ON
Press ◀▶, Set

8. Press the **Set** button to confirm the selection. If successfully, the LCD displays "**Setting OK**".

ON
Setting OK

9. Press the green **Start** button. The copy is starting and the background color of your original is removed.

5. Installing the Printer Driver and the Scanner Driver

If you wish to use the printing and the scan function, you need to install the printer driver and also the scanner driver. The printer driver and scanner driver is included in the supplied CD-ROM. Please follow these steps to complete the installation.

System Requirement

Windows 98/Windows Me/Windows XP/Windows 2003/Windows Vista

Installing the Printer Driver

When the MFP is connected to a Computer With a USB Cable,

1. Insert the supplied CD into your CD-ROM drive. The installation menu appears, as shown below.

2. Click **"Install Scanner Driver and Printer Driver"** to install scanner driver, printer driver, and Button Manager in one step.

3. When you finish the installation, connect a USB cable to your product:

   a. Connect one end of the USB cable to your computer.

   b. Connect the other end to the USB port of your product.

4. Since the product contains two USB devices, one is scanner and the other is the printer, the computer will prompt the "Found New Hardware" twice to identify the two USB devices. When the following "Found New Hardware" screen appears , click **Next** and follow the on-screen instruction to complete the installation.

Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
This wizard helps you install software for:
AM7100N Scanner
If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
Click Next to continue.
< Back
Next >
Cancel

5. When the other “Found New Hardware” screen appears，click **Next** and follow the on-screen instruction to complete the installation.

Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
This wizard helps you install software for:
AM7100N Printer
If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
Click Next to continue.
< Back
Next >
Cancel

Uninstalling the Printer Driver and the Scanner Driver

1. Make sure your USB cable is connected to your product.

2. From the “Start” menu, select “All Programs”, the product model, and then “uninstall Driver”.

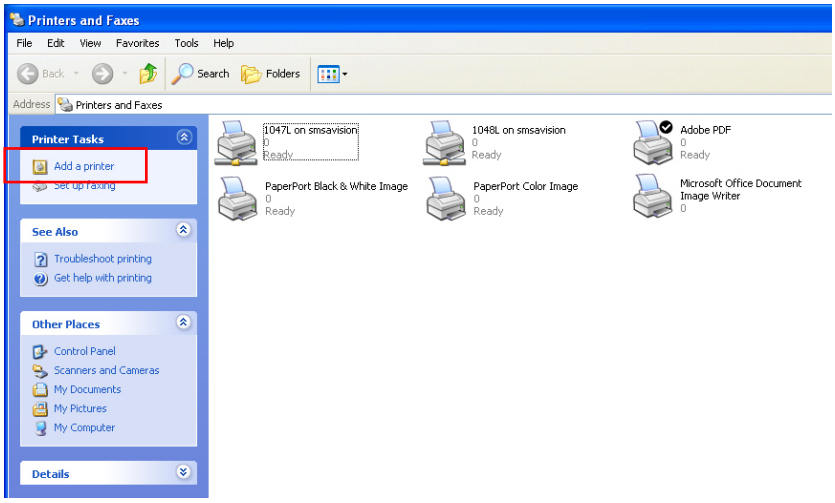
When the MFP is connected to a Computer via A Network Cable,

1. Insert the supplied CD into your CD-ROM drive. The installation menu appears, as shown below.

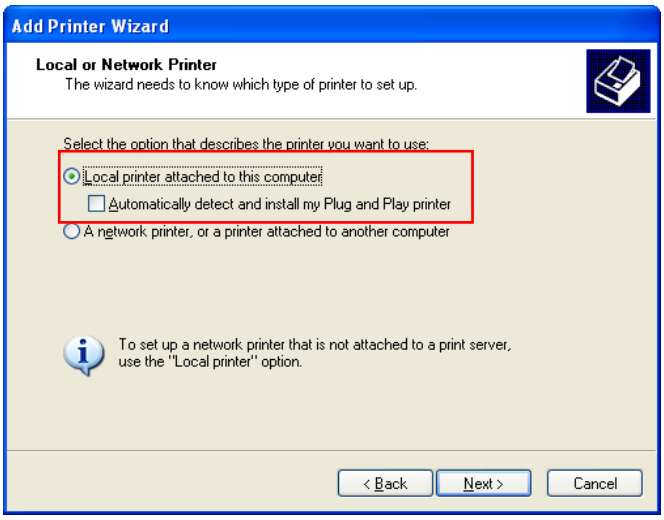
2. Click **"Install Scanner Driver and Printer Driver"** to install scanner driver, printer driver, and Button Manager in one step.

3. Open the **Printers and Faxes** window or **Printers** window.

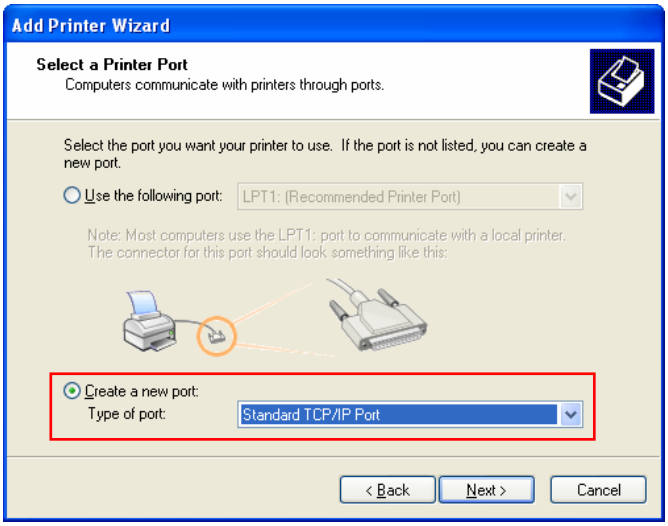
4. Click **Add a printer**.
This will start the Add Printer Wizard, and then click **Next**.



5. Click **Local printer attached to this computer** or **Local printer**, clear the **Automatically detect and install my Plug and Play printer** check box, and then click **Next**.

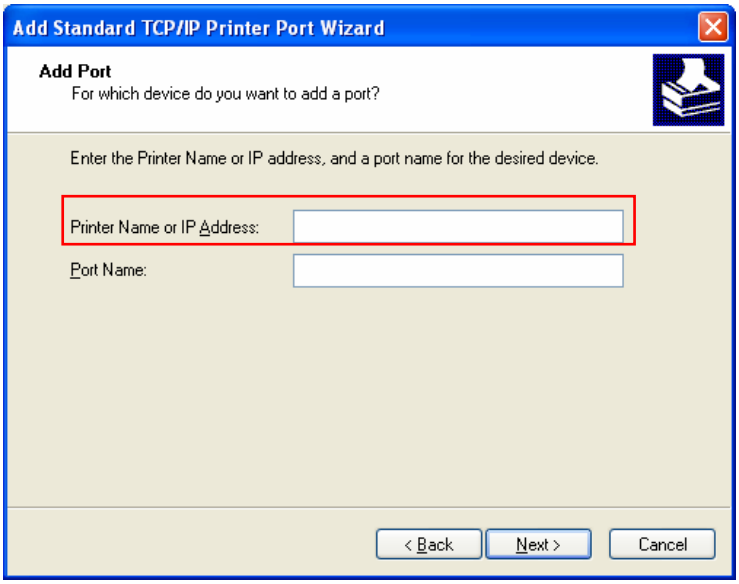

Add Printer Wizard
Local or Network Printer
The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use:
Local printer attached to this computer
Automatically detect and install my Plug and Play printer
A network printer, or a printer attached to another computer
To set up a network printer that is not attached to a print server, use the "Local printer" option.
< Back
Next >
Cancel

6. Click **Create a new port**, and then select **Standard TCP/IP Port** in "Type of port".

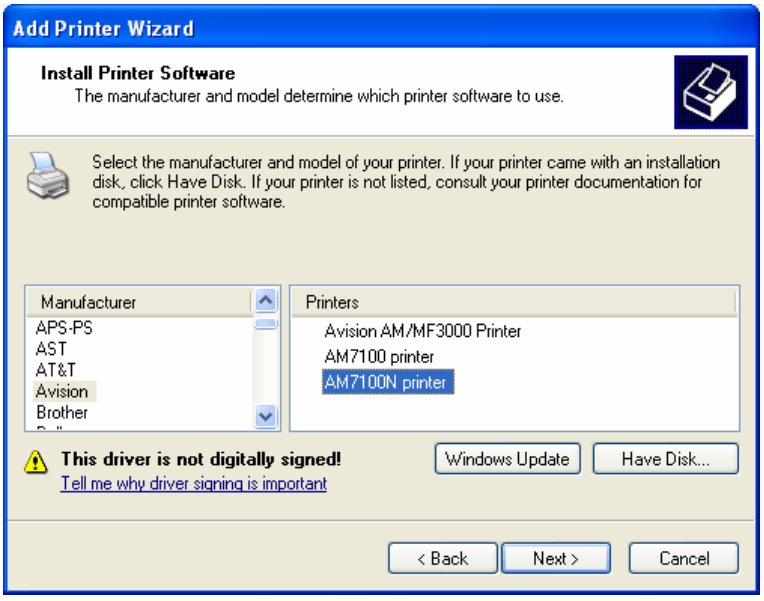

Add Printer Wizard
Select a Printer Port
Computers communicate with printers through ports.
Select the port you want your printer to use. If the port is not listed, you can create a new port.
Use the following port:
LPT1: (Recommended Printer Port)
Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:
Create a new port:
Type of port:
Standard TCP/IP Port
< Back
Next >
Cancel

7. Click **Next** to run the Add Standard TCP/IP Printer Port Wizard.

8. Enter the scanner's IP address, and then click **Next**.
For example, 10.1.21.34.


Add Standard TCP/IP Printer Port Wizard
Add Port
For which device do you want to add a port?
Enter the Printer Name or IP address, and a port name for the desired device.
Printer Name or IP Address:
Port Name:
< Back
Next >
Cancel

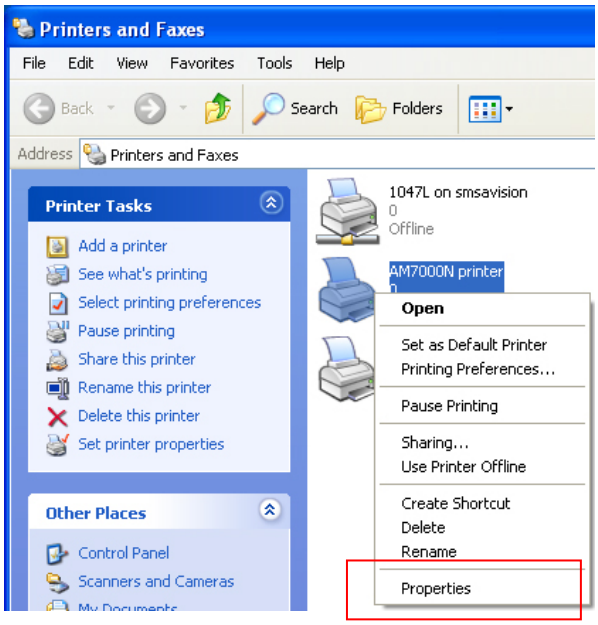
9. Choose Avision from the Manufacturer list and AM7100N printer from the Printers list and click Next and follow the on-screen instructions to complete the driver installation.


Add Printer Wizard
Install Printer Software
The manufacturer and model determine which printer software to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.
Manufacturer
APS-PS
AST
AT&T
Avision
Brother
Printers
Avision AM/MF3000 Printer
AM7100 printer
AM7100N printer
This driver is not digitally signed!
Tell me why driver signing is important
Windows Update
Have Disk...
< Back
Next >
Cancel

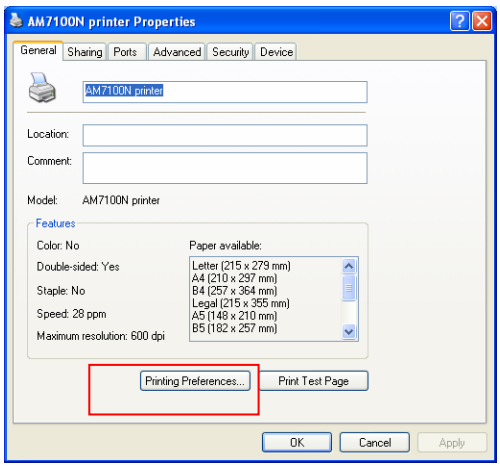
6. Accessing the Printer Driver Properties

How To Access the Printer Driver Properties

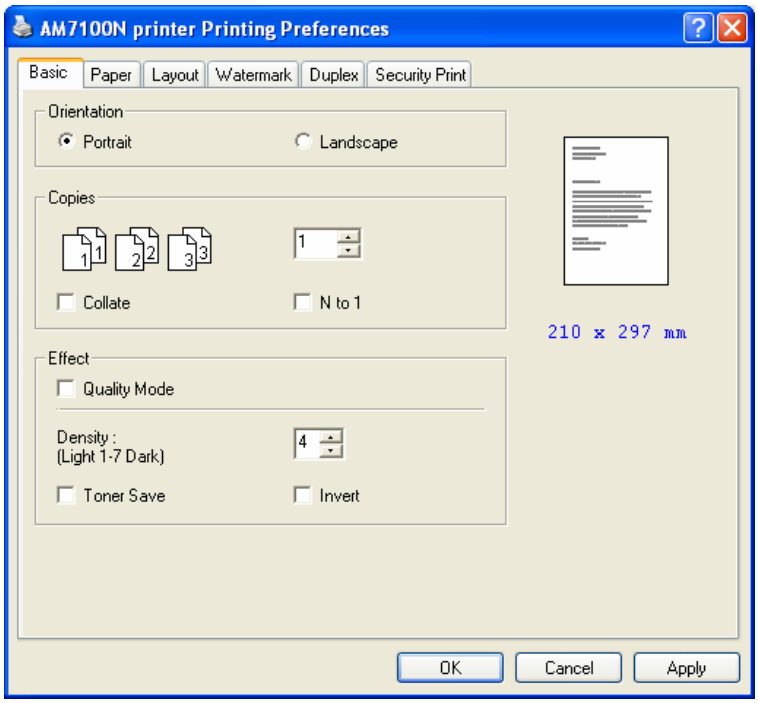
1. Click **Start** on the system tray and choose **Printers and Faxes**.
2. Right-click the product's printer name and choose **Preferences**.



3. The product's Printer Properties window appears.



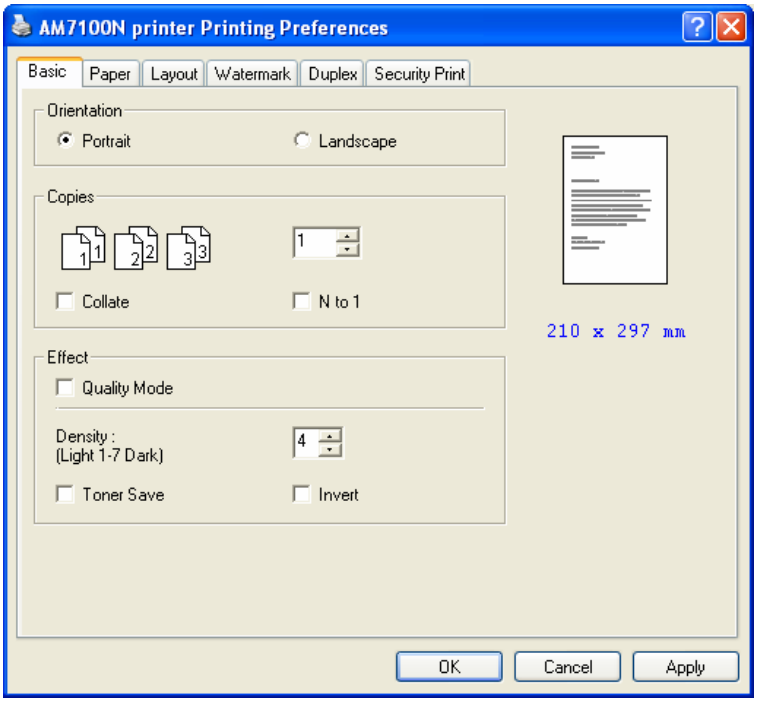
4. Choose **Printing Properties** to prompt the following printer preferences dialog box.



Using the Printer Preferences Dialog Box

The Printing Preferences dialog box contains the Basic tab, the Paper tab, the Layout tab, the Watermark tab, and the Duplex tab. The contents of each tab will be explained in the following sections.

The Basic Tab



Orientation

Choose your orientation. **Choice: Portrait, Landscape**

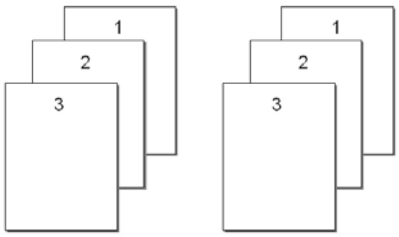
Portrait

Landscape

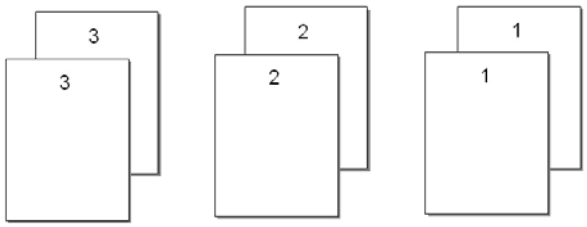
Copies

Choose the number of copies to be printed. You can enter up to 999.

Collate:	Click to print your document in the page order such as 1/1/1, 2/2/2, 3/3/3.
N to 1:	Click to reverse the printing order of your document. As a result, the last page of your document will be printed first and vice versa.



N to 1 (with Collate)

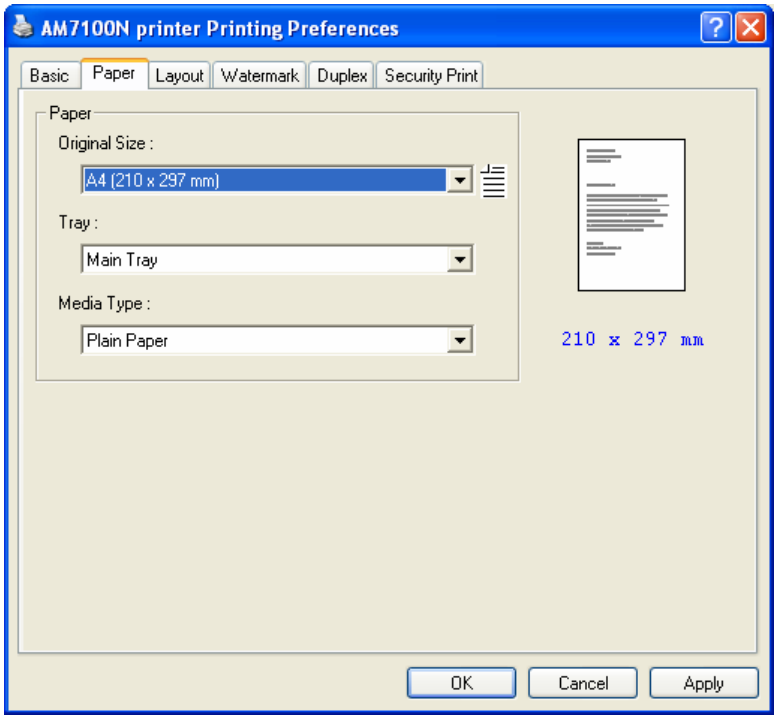


N to 1 (without collate)

Effect

Quality Mode:	If the picture in your document does not print clearly, click **Quality Mode** to improve its quality.
Density:	Click to lighten or darken your document. Density level (1~7). Default: 4 (normal)
Toner Save:	Allows you to print your document using the toner saving mode.
Invert:	Reverses the brightness and the color of the image.

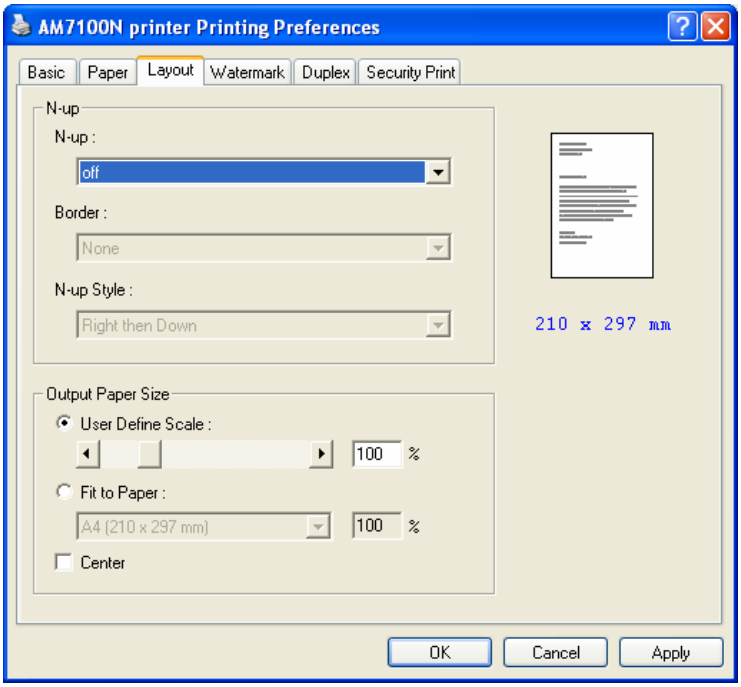
The Paper Tab



Paper

Original Size:	Choose the size of paper loaded in the designated tray. **Choice: 8K, 16K, A3, B5, A5, Legal, B4, A4, Letter, Postcard**
Tray:	Choose your desired paper tray. **Choice: Auto, Manual Tray, Main Tray, Tray 2** Auto means automatically select the paper tray which matches the paper size of your document.
Media Type:	Choose your media type. **Choice: Plain Paper, Thick Paper, Transparency**

The Layout Tab

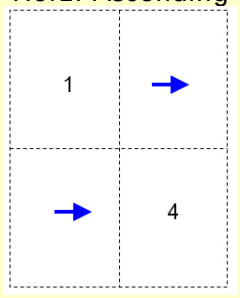


N-up

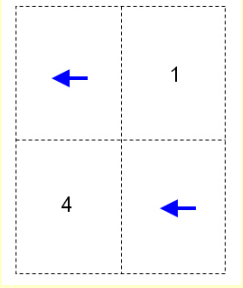
N-up:	Choose number of pages to be printed on a single sheet of paper. **Choice: Off, 2-up(2-in-1), 4-up(4-in-1), 9-up(9-in-1), 16-up(16-in-1)**
Border:	Choose if you wish to add border for your document. **Choice: None, Border Line, Dashed Line**

N-up Style:	Choose the style you want when printing multi-page document on a single sheet. **Choice: Horz. Ascending, Horz. Descending, Vert. Ascending, Vert. Descending**

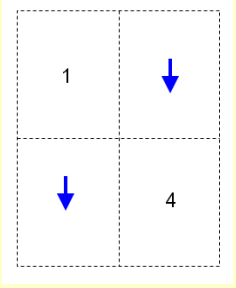
Horz. Ascending



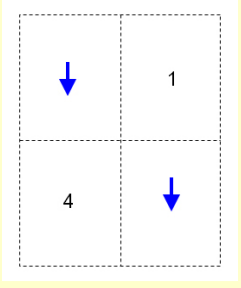
Horiz. Descending



Vert. Ascending



Vert. Descending

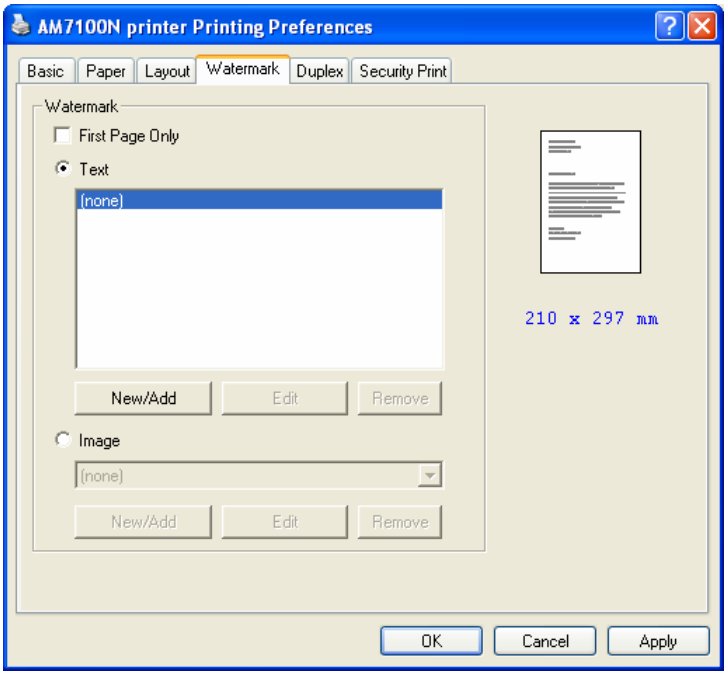


Output Paper Size

User Define Scale	You can reduce or enlarge your printed image using the Slider Bar. **Scaling rate: 25%~400%**
Fit to Paper	Output the full page of the selected original including the four margins.
Center	Print your image in the center of the output paper.

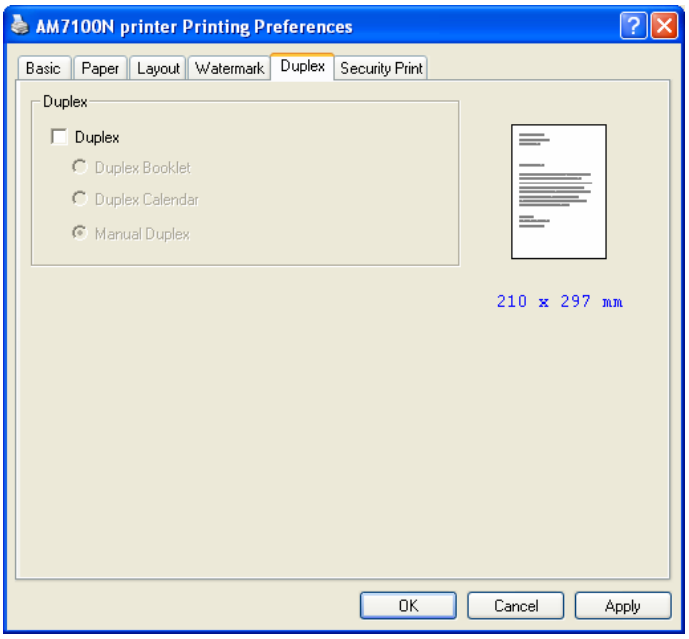
The Watermark Tab

The Watermark tab allows you to add some text or image (such as CONFIDENTIAL, IMPORTANT, DRAFT, etc) for your document.



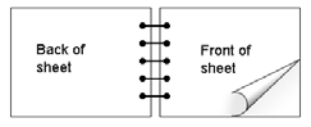
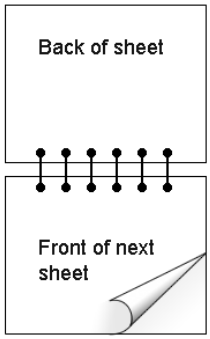
First Page only	Click to print watermark only on the first page only. Clear the check box will print watermark on all pages.
Text	Check and click **New/Add** to add new text. Click the **Edit** button to change or the **Remove** button to delete.
Image	Check and click New/Add to add image. Click the **Edit** button to change or the **Remove** button to delete. You can choose your image in file format such as BMP, TIFF, or JPEG.

The Duplex Tab



Duplex

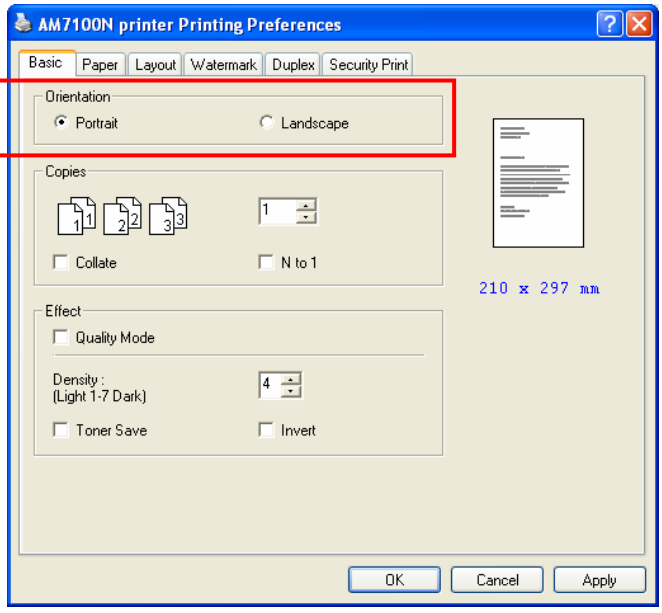
To print two sides (duplex) of the paper, be sure a duplex unit is installed first. This feature does not support network printing.

Duplex Booklet	Choose to automatically print two sides of paper in booklet style. 
Duplex Calendar	Choose to automatically print two sides of paper in calendar style. 
Manual Duplex	Choose to manually print both sides of the paper.

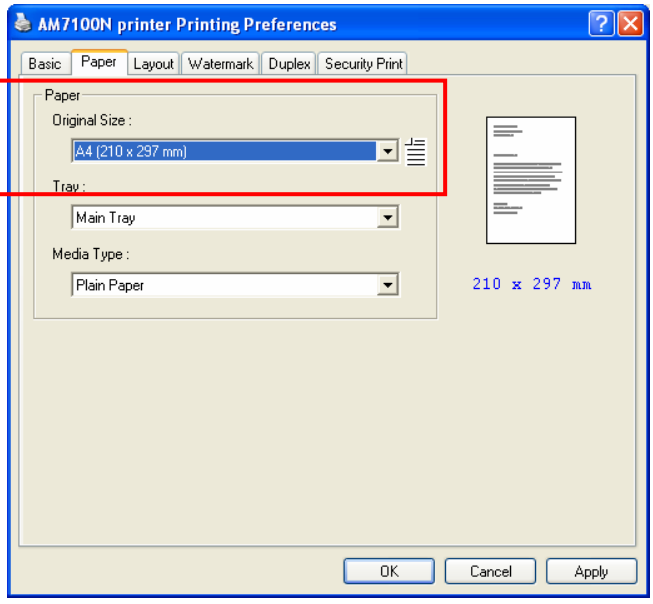
Printing both sides of the page (duplex)

To print both sides of the page,

1. Specify your paper orientation in the **Basic** tab, for example, **Portrait**.



2. Specify your paper size and input tray in the **Paper** tab, for example, A4, and Tray 1.



3. Specify your input tray, paper size and orientation on the LCD panel.

a. Press the **Menu** button on the control panel. The LCD screen shows the following **Menu** screen.

Menu/to select
Press ◀▶, Num

b. Press the Set button, the Left-arrow or the Right-arrow button. The LCD screen shows "**1. Common Setup**".

1. Common Setup
Press ◀▶, Set

c. Press the **Set** button. The LCD screen shows "11. Language".

11. Language
Press ◀▶, Set

d. Press the Left-arrow or the Right-arrow button. The LCD screen shows "**12. Input Tray** " on the display.

12. Input Tray
Press ◀▶, Set

e. Press the **Set** button and then press the Left-arrow or the Right-arrow button until your desired tray (for example, tray 1) appears on the display.

Tray 1
Press ◀▶, Set

f. Press the **Set** button. The LCD screen shows "**Paper A3** " on the display.

Paper: A3
Press ◀▶, Set

g. Press the Left-arrow or the Right-arrow button repeatedly until your desired paper size and orientation (for example, A4🗋) appears on the display.

Paper: A4🗋
Press ◀▶, Set

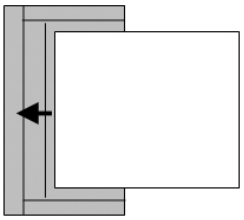
h. Press the Set button to confirm the selection. If successful, "Tray 1 OK" appears on the display.

4. Click **OK** on the Printer dialog box to start printing.

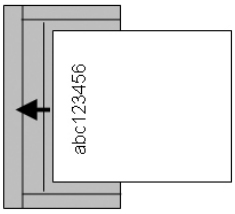
5. In a second, the odd-numbered pages for side 1 will be printed first, for example, page 2, page 4, and etc.)

6. Gather the printed page and check the following things:

a. Reload the pages to tray 1 with the printed side **UP**. (Reload the pages to manual tray with the printed side **DOWN**.)



Manual Tray: Please make the printed side face **DOWN**.



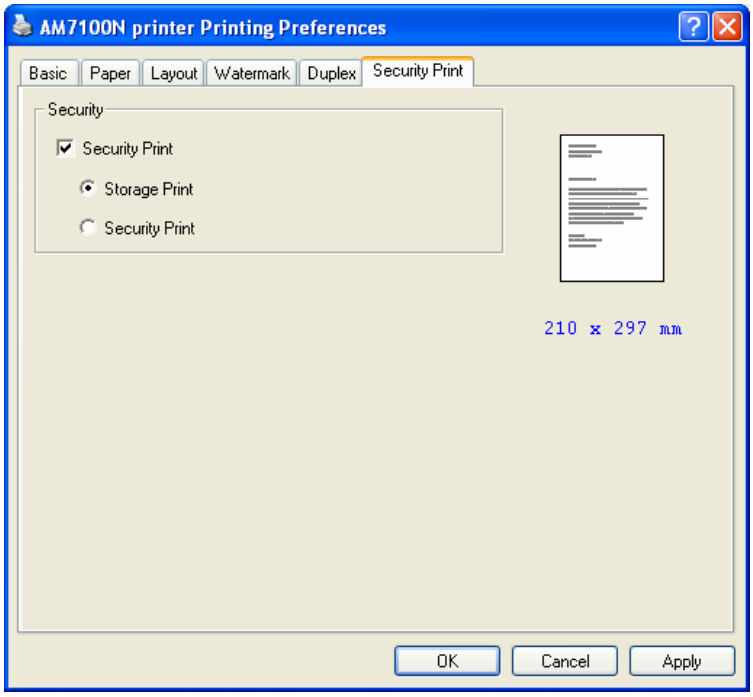
Tray 1: Please make the printed side face **UP**.

b. The top of the page enters the tray first.

7. Click **Continue** on the Manual Duplex dialog box on the computer to print side two.

The Security Print Tab

Please refer to the two sections (Performing Storage Print & Performing Security Print) of Chapter 7.



7. Using the Net Scan Function

The product allows you to scan and save the scanned images to the product's memory. By installing the advanced NetScan program, users on the network are able to access the scanned images from the product.

Configuring the Scan Parameters

Before you start scanning and sending your document to the product memory, you need to first configure at least a set of scan parameter that contains image mode, resolution, scan area, file format, and level of sharpness for your scanned image.

To set up your scan parameters,

1. Press the **Menu** button.
2. Press the Right-arrow or the Left-arrow button until " **6. Net Scan Set** " appears on the display.
3. Press **Set**.
4. Select one of parameter items (Parameter 1 ~3) by using the Right-arrow or the Left-arrow button and then pressing **Set**.

5. Respectively press **Set** and select your desired **Image Mode**, **Resolution**, **Scan Area**, **File Format**, and **Sharpness** by using the Right-arrow or the Left-arrow button, and then press **Set**.

Configuration of Scan Parameters		
Item	**Description**	**Choice**
Mode	Choose your desired image mode.	B&W, Gray, Color
Resolution	Choose your desired resolution.	150 dpi, 300 dpi
Scan Area	Choose your desired scan area.	A3, 8K, B4, A4, B5,A5, 16K, PT, LG, LT, DLT, Auto for ADF
File Format	Choose your desired file format.	JPEG (No B&W) PDF PDF—M PDF-MDuplex(for ADF only)
Sharpness	Choose the level of sharpness.	None, Light, More, Heavy, Extra Heavy

Note:

- JPEG file format supports only Gray or Color Mode.
- PDF file format allows you to save an image in a single file.
- PDF-M file format allows you to save your multi-page images in a single file.
- PDF-MDuplex file format allows you to save your multi-page image in a single file. When scanning duplex pages through the ADF, you need to select PDF-M(Duplex) file format.
- Auto for ADF: Automatically detect paper size and orientation of the paper placed in ADF.

Scanning and Sharing Your Document

To scan and send your document to the product's memory,

1. Place your document either on the flatbed glass or into the ADF input tray.
2. Press the **SCAN** button on the control panel to use the scan mode.
3. Press the Right-arrow or the Left-arrow buttons until **Net Scan** appears. The LCD screen shows the following screen.

   Net Scan

   Press ◀ ▶, Start

4. Press the **Start** button, and then the display asks you to input an ID number. For example, input your ID number, 123 by the **Numeric pad**.

   ID:123

   Press Num, Set

5. Press the **Set** button. The LCD screen shows the following display.

   Scan: Parameter 3

   Press ◀ ▶, Start

   If the ID number has already existed in the product memory, the LCD screen will return to the previous screen to enter another ID number.

6. Press the Right-arrow or the Left-arrow button repeatedly until your desired parameter number is displayed.

7. Press the **Start** button.

8. If you place one page of your documents on the flatbed glass, the LCD screen shows the following display after the product finishes scanning this page.

Next Page:1
To Finish: 2

Remove the page and place the next page on the flatbed glass, and then press 1 to continue to scan the next page or press 2 to finish your scan.

(Your scanned images will be sent to the product's memory.)

Or

If you place your document into the ADF input tray, all of documents in the ADF input tray will be automatically saved to the product memory.

Note:

- Valid ID: Up to 10 digits or English uppercase characters can be entered.
- If you scan multi-page documents from the ADF and choose PDF-MDuplex as your file format, the product will first scan all the odd pages and then the screen will instruct you to put paper in the ADF. Collect your scanned documents and reload them to the ADF. The product will scan all the even pages and then your double-side documents are scanned and saved.

Setting the timeout period to delete an ID job

To set the timeout period to delete an ID job,

1. Press the **Menu** button.
2. Press the Right-arrow or the Left-arrow button until " **6. Net Scan Set** " appears on the display.
3. Press **Set**.
4. Select **64. Time Out Set** by using the Right-arrow or the Left-arrow button and then press **Set**.
5. Select your desired time out value by using the Right-arrow or the Left-arrow button, and then press **Set**. After the timeout period, your ID job will be automatically deleted.

Installing the NetScan Program

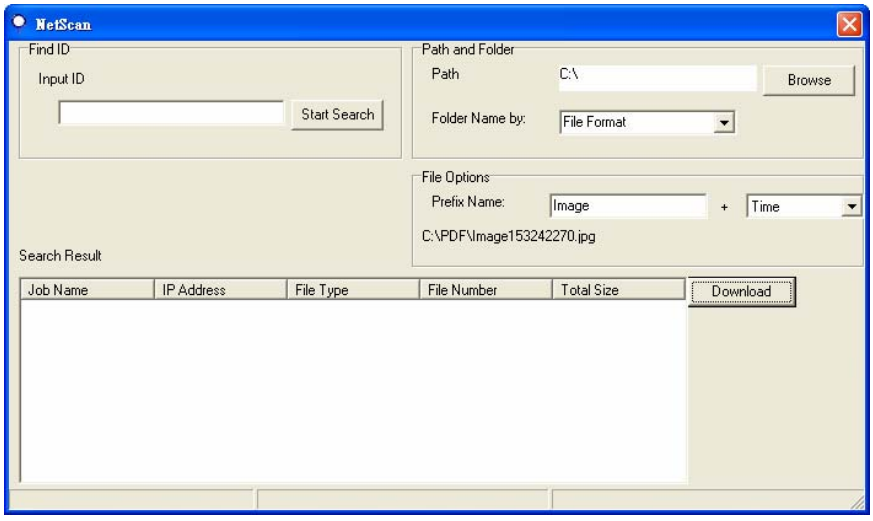
To Install the NetScan Program,

The NetScan Program is included in the product's printer driver.Insert the CD to the CD-Rom drive of your computer and follow the on-screen instructions to complete the installation.

Accessing the Scanned Image From the Product

To access the Scanned Image From the Product,

1. Connect the product to your local network environment via your network cable. (Make sure your PC and the product are in the same domain in your local network environment.)
2. Open the NetScan application from your computer by selecting **Start -> All Programs -> AM7100N -> NetScan**. Or click the NetScan shortcut on your desktop. The NetScan application screen is shown below:



3. Type your Job ID in the Input ID field.
4. Specify the location to save the scanned document on your computer.
   (a) Input your path by clicking the **Browse** button.
   (b) Choose one of folder name settings from the **Folder Name** dropdown list.

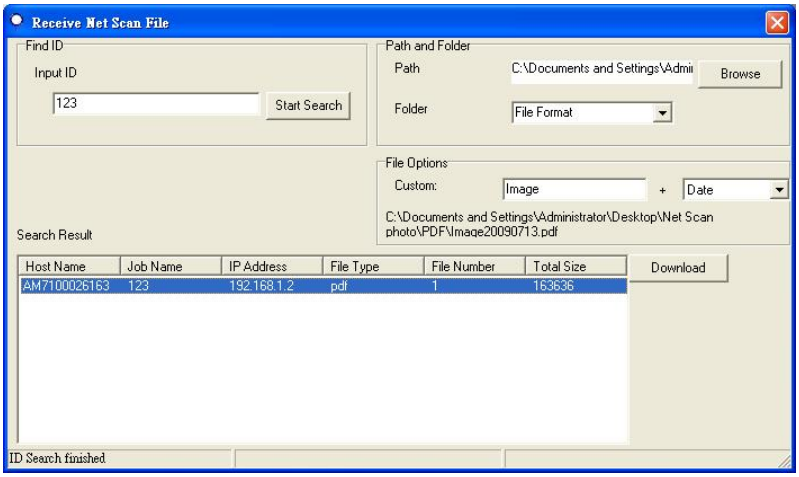
Folder Name	Description
No	There is no new folder added.
File Format	A new folder will be added by the name of file format. For example, if your image file format is PDF, the added folder name will be PDF.
Date	The new added folder name will be the date when you save the image from the product memory to your PC. For example, 20090713, where 2009 means the year, 07 means the month, and 13 means the date.
Date + Time	The new added folder name will be the date + time when you save the image from the product memory to your PC. For example, 20090713-112236962, where 2009 means the year, 07 means the month, 13 means the date, 11 means the hour, 22 means the minute, 36 means the second, and 962 means the min second.

(c) Specify your file name prefix in the File Option of Prefix Name.

(d) Choose one of the file name suffix from the dropdown list.

Item	Description
Serial Number	The file name suffix is named by serial number. The default serial number is 1.
Date	The file name suffix is named by the date when you save the image from the product memory to your PC.
Time	The file name suffix is named by the time when you save the image from the product memory to your PC.
Date + Time	The file name suffix is named by the date + time when you save the image from the product memory to your PC.

5. Click the **Start Search** button. The Search Result box will show all image information whose job name is the ID number you have entered.



6. Choose the images and click the **Download** button.

The images will be downloaded to your computer, and then automatically deleted from the product's memory.

Note:

- If the network is disconnected during downloading an ID job, the ID job that has not completely downloaded will not be deleted. Try to download it again before the time-out period.
- You can use only one computer to access the images from the product at one time. If more than one computer tries to access the images from the product simultaneously, the computer connecting to the product later is required to wait until the PC connecting to the product earlier finishes accessing the files.

8. Using Storage Copy & Print Function

With the built-in memory, the product allows you to save your copy and print job temporarily and let you copy or print your document at a later time.

You can perform the following three storage functions:

- **Storage Copy:** Storage Copy lets you scan your document first and then save the scanned images in the product. Access the scanned images and make copy of these images from the product later.
- **Storage Print:** Storage Print lets you save your print job via the printer driver first and then execute the printing of the job from the product later.
- **Security Print:** Security Print provides security of your document by creating a password to the file.

Saving Your Copy Job

To temporarily save your copy job,

1. Place your document either on the flatbed glass or into the ADF input tray.
2. Press **Program** button on the control panel. The LCD screen shows the following display. (Make sure to set up all desired copy functions before pressing the Program button.)

   ID:

   Press Num, Start

3. Input your ID number in the field of **ID** by the numeric pad on the control panel.

4. Press the **Start** button to start scanning your document.

   Press **1** to append the current ID job content to the same ID job in the product memory.

   Or

   Press **2** to return to the previous screen for inputting another ID number.

5. If you place your document on the flatbed glass, the LCD screen shows the following Screen after the product finishes scanning this page.

Next Page:1
To Finish: 2

   Press **1** to continue to scan the next page or press **2** to finish your scan.

   (Your document will be scanned and saved to the product's memory.)

   Or

   If you place your document into the ADF input tray, all of documents in the ADF will be saved to the product memory.

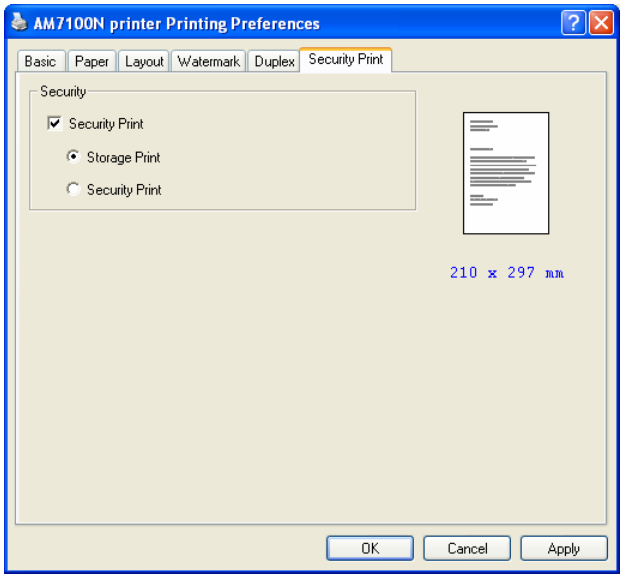
Note:

- Valid ID:
  Up to 10 digits or characters can be entered.
  Valid characters: Only English characters or digits are allowed to enter.
- If the ID entered is repeated in the product memory, the product can also allow you to append the current ID job content to the same ID job in the product memory.

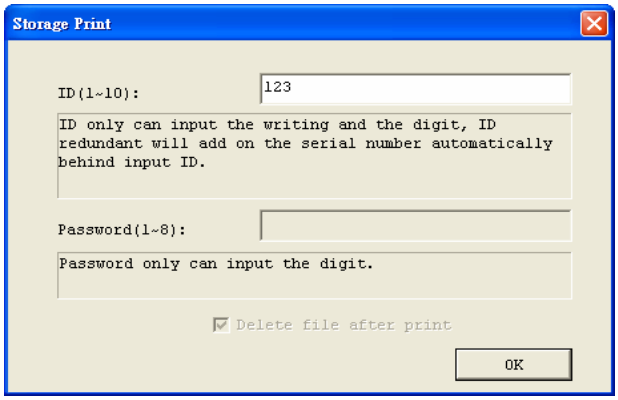
Saving Your Print Job

To temporarily save your print job,

1. Open your file and select the Print command from your application software.
2. Select the AM7100N printer as your printer name.
3. Access the AM7100N printer driver properties and then click the Security tab, as shown below:



4. Check **Security Print** box, and then select **Storage Print** and **OK**.
5. Execute the print command button in your application software, and then your PC shows the following screen.

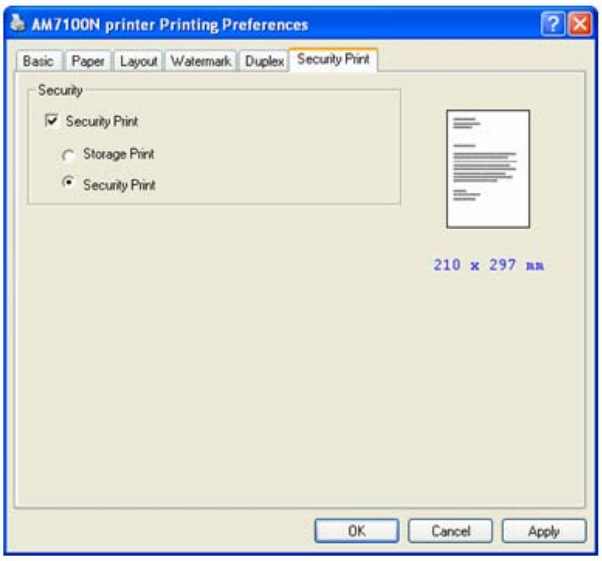

Storage Print
ID(1~10):
123
ID only can input the writing and the digit, ID redundant will add on the serial number automatically behind input ID.
Password(1~8):
Password only can input the digit.
Delete file after print
OK

6. Input your desired ID number in the field of ID (1~10). For example, 123. And then click OK button.

(Your document image has been sent to the product's memory from your PC.)

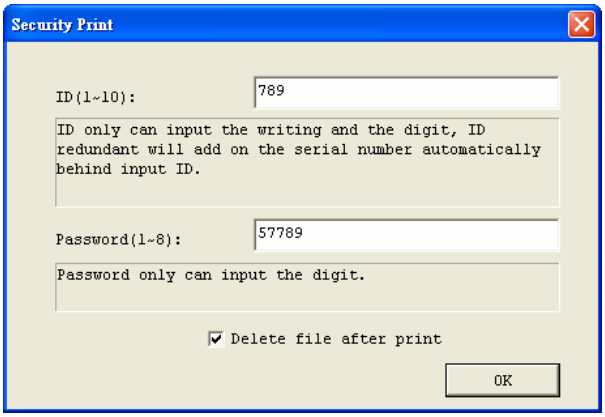
Setting Security for Your File

1. Open your file.
2. Choose Print from the File menu.
3. Select the AM7100N printer as your printer name.
4. Access the AM7100N printer driver properties and then click the Security tab, as shown below:



5. Check **Security Print**, and select **Security Print** and the **OK** button.

6. Execute the print command button in your application software, and then your PC shows the following screen.


Security Print
ID(1~10):
789
ID only can input the writing and the digit, ID redundant will add on the serial number automatically behind input ID.
Password(1~8):
57789
Password only can input the digit.
Delete file after print
OK

7. Type your desired ID number in the ID (1~10) field. For example, 789.

8. Type your password in the Password (1~8) field. For example, 57789.

9. Check **Delete file after print** if you want to automatically delete the document after printing.

10. Click the **OK** button.

(Your file will be sent to the product's memory from your computer.)

Copying or Printing the Storage Job

1. Press the **Menu** button.

2. Press the Right-arrow or the Left-arrow button until " **5. Storage Job** " appears on the display.

   5. Storage Job

   Press ◀ ▶, Set

3. Press **Set**, and then the LCD screen shows the following display.

   51. Job Print

   Press ◀ ▶, Set

4. (a) Press **Set**, and then the LCD screen shows the following display.

   Input ID

   Press ◀ ▶, Set

   Press **Set**, and then the LCD screen shows the following display.

   ID:123

   Info:1 Prn:2

   Input your ID in the field of ID. For example, 123.

   Or

   (b) Press the Right-arrow or the Left-arrow button until "**Search ID** " appears on the display, and then press **Set**.

   Search ID

   Press ◀ ▶, Set

   Press **Set**, and then the LCD screen shows the following screen.

   123

   Press ◀ ▶,Num, Set

   Press the Right-arrow or the Left-arrow button until your desired ID number appears on the display, or input the first number of your desired ID and then

press **Set**. For example, 123 is the ID number you want. The LCD screen shows the following screen:

```
ID:123

Info:1 Prn:2
```

5. Press **1** to display the information of the image size and the number of pages of your document if you want to check this information before printing.

   (If you want to check your ID number, press **1** once again.)

```
Size:A4 P.001

ID:1   Prn:2
```

6. Press **2** to be ready to input your copy count. Input your desired copy count by the numeric pad. For example, you input 2 in the field of Copies.

```
Copies:2

Press Num, Start
```

7. Press the **Start** button to print your job from the product memory.

Deleting or Saving the Storage Job

1. Press the **Menu** button.

2. Press the Right-arrow or the Left-arrow button until " **5. Storage Job** " appears on the display.

5. Storage Job
Press ◀ ▶, Set

3. Press **Set**, and then the LCD screen shows the following screen.

51. Job Print
Press ◀ ▶, Set

4. Press the Right-arrow or the Left-arrow button until " **52. Job Delete** " appears on the display.

52. Job Delete
Press ◀ ▶, Set

5. (a) Press **Set**, and then the LCD screen shows the following screen.

Input ID
Press ◀ ▶, Set

Press **Set**, and then the LCD screen shows the following display.

ID:
Info:1 Del:2

Input your ID in the field of ID.

Or

(b) Press the Right-arrow or the Left-arrow button until "**Search ID** " appears on the display, and then press **Set**.

Search ID
Press ◀ ▶, Set

Press **Set**, and then the LCD screen shows the following display.

```
123
Press ◀ ▶,Num, Set
```

Press the Right-arrow or the Left-arrow button until your desired ID number appears on the display, or input the first number of your desired ID and then press **Set**. For example, 123 is the ID number you wish to delete. The LCD screen shows the following screen:

```
ID:123
Info:1 Del:2
```

6. Press **1** to display the information of the image size and the number of pages of your document if you want to see this information before deleting.

   (If you want to check your ID number, press **1** once again.)

```
Size:A4 P.001
ID:1   Del:2
```

7. Press **2**, and then the LCD screen shows the following screen.

```
Delete Job ?
Yes:1    No:2
```

8. Press **1** to delete the document image from the product memory and return to the ready mode, or **2** to return to the previous screen without deleting the document.

Printing the Secured Storage Job

1. Press the **Menu** button.

2. Press the Right-arrow or the Left-arrow button until " **5. Storage Job** " appears on the display.

5. Storage Job
Press ◀ ▶, Set

3. Press **Set**, and then the LCD screen shows the following screen.

51. Job Print
Press ◀ ▶, Set

4. (a) Press **Set**, and then the LCD screen shows the following screen.

Input ID
Press ◀ ▶, Set

Press **Set**, and then the LCD screen shows the following screen.

ID:123
Info:1 Prn:2

Input your ID in the field of ID. For example, 123.

Or

(b) Press the Right-arrow or the Left-arrow button until "**Search ID** " appears on the display, and then press **Set**.

Search ID
Press ◀ ▶, Set

Press **Set**, and then the LCD screen shows the following screen.

123
Press ◀ ▶,Num, Set

Press the Right-arrow or the Left-arrow button until your desired ID number appears on the display, or input the first number of your desired ID and then press **Set**. For example, 123 is the ID number you want to print. The LCD screen shows the following screen:

```
ID:123

Info:1 Prn:2
```

5. Press **1** to display the information of the image size and the number of pages of your document if you want to check this information before printing.

   (If you want to check your ID number, press **1** once again.)

```
Size:A4 P.001

ID:1   Prn:2
```

6. Press **2**, and then the LCD screen shows the following display.

```
PIN:789

Press ◀ ▶,Num, Set
```

7. Input the password for the specified ID in the field of **PIN**. Press **Set**, and then the LCD screen shows the following screen.

```
Copies:

Press Num, Start
```

8. Input your desired copy count by the numeric pad.

9. Press the **Start** button to print the document image from the product's memory.

9. Scanning

After installing the scanner driver and connecting the USB cable to your computer, the product can be used as a full scanner. You can use various scanning features to modify your scanned image.

System Requirements

- IBM compatible PC (Pentium or later);
- Microsoft Windows 2000, Windows XP, Windows Vista
- A USB (universal serial bus) port
- At least 100M bytes of free hard disk space
- At least 128M bytes of system memory
- A VGA monitor
- A CD-ROM drive

Operating Steps

1. Start your image editing application.
2. Pull down the **File** menu and choose **Select Source**.

   If the **Select Source** command is not available on the **File** menu, see your application's user's guide to determine how the TWAIN link is used. A dialog box with a list of scanning sources appears.
3. Select the model name of your product.

   You need to select the source only once, unless you want o choose another scanner.
4. Place the document **FACE DOWN** on the flatbed glass.

5. Pull down the **File** menu and choose **Acquire**.

   A dialog box containing scanning features appears.

6. Select the scanning method you want to use on the **Scan Method** drop-down menu.

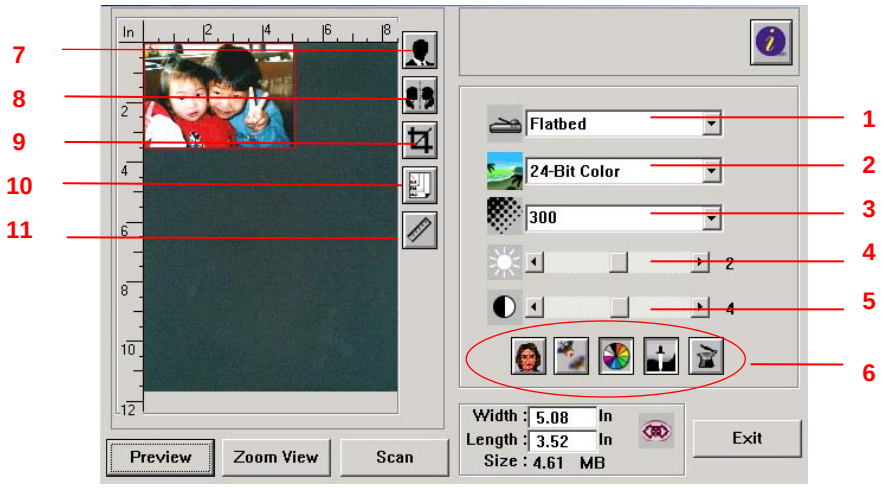
7. Select the mode you want to use for your scans on the **Image Type** drop-down menu.

8. Select a scanning resolution on the **Resolution** drop-down menu.

9. Select the setting for the scanning features (e.g. Sharpen, Descreen, etc.) that you want to use.

10. Click on **Preview** or **Scan** to preview or scan you documents.

A Glance Of The User Interface



1. Scan Method	**Choice:** Flatbed, ADF
2. Image Type	**Choice:** Black & White, 8-Bit Gray, 24-Bit Color
3. Resolution	**Choice:** 50, 72, 100, 144, 150, 200, 300, 600 (dpi).
4. Brightness:	Adjust the brightness level from –100 to +100.
5. Contrast	Adjust the contrast level from –100 to +100.
6. Further Tools	Descreen, Sharpen, Color Adjustment, Auto Level, Advanced Settings (From left to right).
7. Invert	Reverse the color of your scanned image.
8. Mirror Function	Flap your image.
9. Preview Auto Area	Resize your scanned area.
10. Paper Size	Select your paper size from Card 4”x2.5”, Photo 5”x3.5”, Photo 3.5”x5”, Photo 4”x6”, Photo 6”x4”, A5, B5, A4, Letter, Legal, scanner maximum.
11. Measuring Unit	**Choice:** cm, inch, and pixel.

Choosing Scan Method

Choice:

Flatbed: Select this setting if you need to scan a single page from the flatbed.

ADF—use this setting if you are using the automatic document feeder (ADF) to scan documents at a time.

Selecting Proper Image Type

Black & White	Choose B&W if your original contains only B&W text, pencil or ink sketch.
8-bit Gray	8-bit Gray images contain actual shades of gray.
24-bit Color	Choose 24-bit Color if you wish to scan a color image.

Black & White

Gray

24- bit Color

Determining Proper Resolution

A proper resolution reproduces a clear image with good details. The resolution is measured by dots per inch (dpi).

Adjusting Brightness And Contrast

1. Brightness

Adjusts the lightness or darkness of an image. The higher the value, the brighter the image.

2. Contrast

Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the different grayscale.

Enlarging Previewed Image

Enlarge your previewed image to the max. of the preview window.

Note this function only enlarging your preview image. This does not enlarge your real image.

Inverting And Selecting Your Image

The invert command reverses the brightness and the color in the image. For color images, each pixel will be changed into its complementary color at the command of Invert.

Mirror Function

Reverse the right and left side of your image.

Auto Select Image

Automatically set the whole image as your scan area. (Or you may resize the area by “drag and drop” diagonally.)

Enhancing Your Image

1. **Descreen**

   Eliminates the ***moire patterns**** commonly found in printed matter.

2. **Sharpen**

   Sharpen the scanned image.

Before Descreen

After Descreen

Before Sharpen

After Sharpen

****Moire pattern:** *An undesirable pattern in a color printing resulting from incorrect screen angle of overprinting halftone.*

Color Adjustment

Adjusts the color quality of the image so that it comes close to the original. This function uses default parameters to adjust the image.

Normal

After Color Matching

Auto Level

Automatically adjusts the highlight and shadow areas of the scanned image to optimize your image.

Normal

After Auto Level

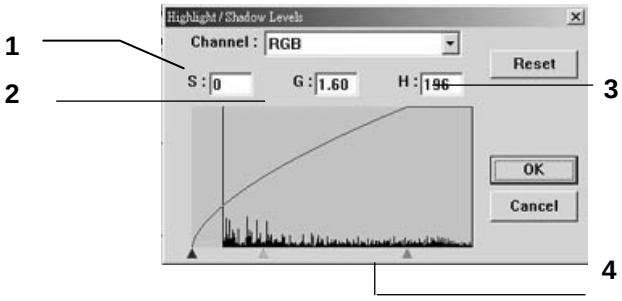
Using Advanced Features

The Switch button

1. Click the button to pop up the advanced settings bar at the right side. The advanced settings include Highlight/Shadow, Hue/Saturation/Lightness, Curve, Color Balance, Color Drop-out.
2. The Advanced Settings bar

Adjusting Highlight / Shadow Levels

Highlight refers the lightest point in a scanned image while shadow refers the darkest point. Using Highlight and Shadow tool together allows you to extend the range of color and reveal more details in a gray or color image.



1. **Shadow:** The darkest point of an image.
2. **Gamma:** The midtones of the image.
3. **Highlight:** The lightest point of an image.
4. **Pointer:** Move the pointer to change the value.

When the value of gamma changes, the image changes accordingly.

Gamma Value: 1.0

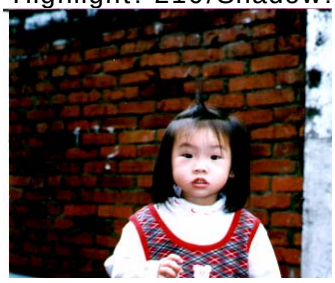
Gamma Value: 1.4

Gamma Value: 2.0

When the value of highlight and shadow change, the image changes accordingly.

Highlight: 255/Shadow: 0(Normal)

Highlight: 210/Shadow:10

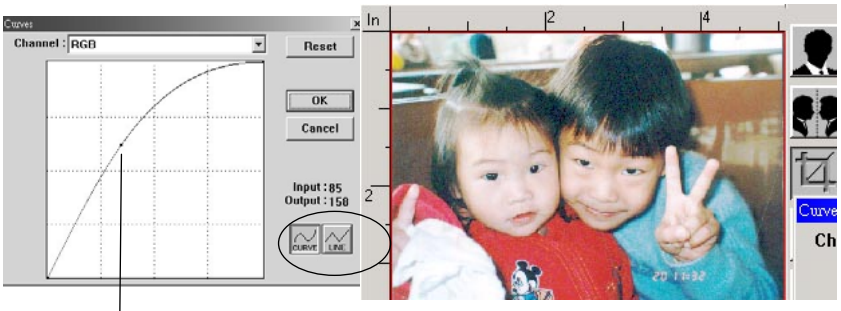


Highlight: 200/Shadow:0

Highlight: 255/Shadow: 50

Adjusting the Brightness Curve

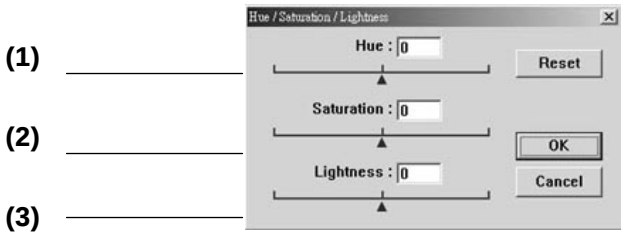
Adjusts the midtones of the image without dramatically altering then lightest and the darkest areas.



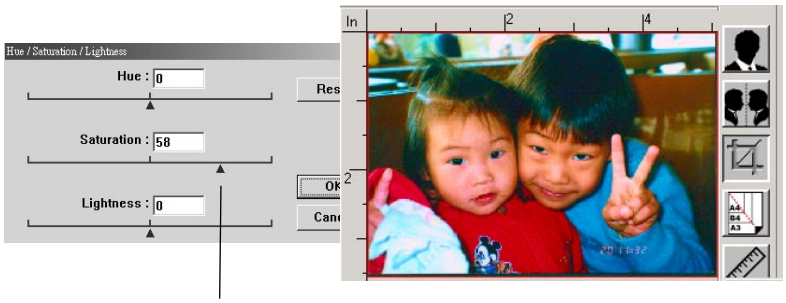
When the curve is moved up or down, the image turns brighter or darker.

Changing Color Hue / Saturation / Lightness

Improve your image by changing the level of hue/saturation/lightness.



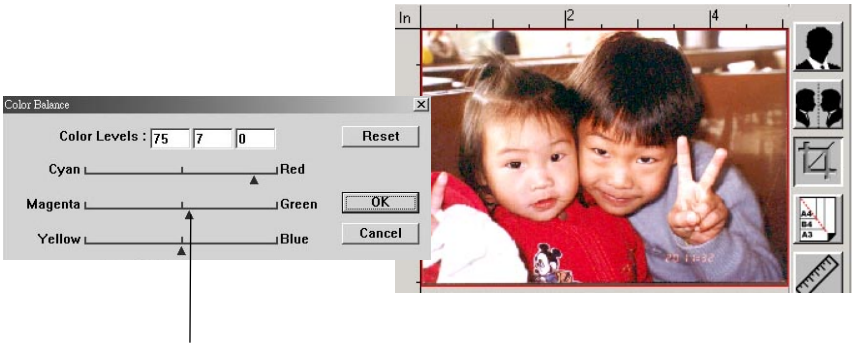
(1). Hue	Adjust the hue by moving the triangle to the right or left. (Note the level of intensity for the color will be changed simultaneously when the hue adjustment is made).
(2). Saturation	Move the triangle to the right to increase the saturation level or to the left to decrease the level. The level of saturation decides if the color is pale or rich.
(3). Lightness	Increase the lightness by moving the triangle to the right or to the left to decrease the lightness.



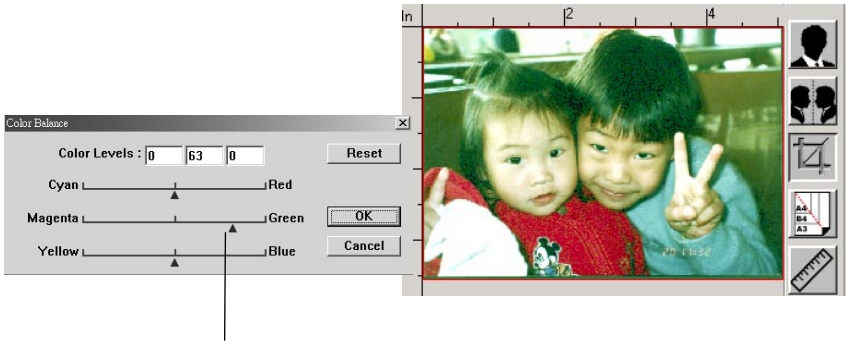
Move the Saturation pointer to the right, the color turns rich.

Using Color Balance

The Color Balance allows you to obtain an optimal image quality.



Move the pointer toward Red, the image turns into a reddish hue.

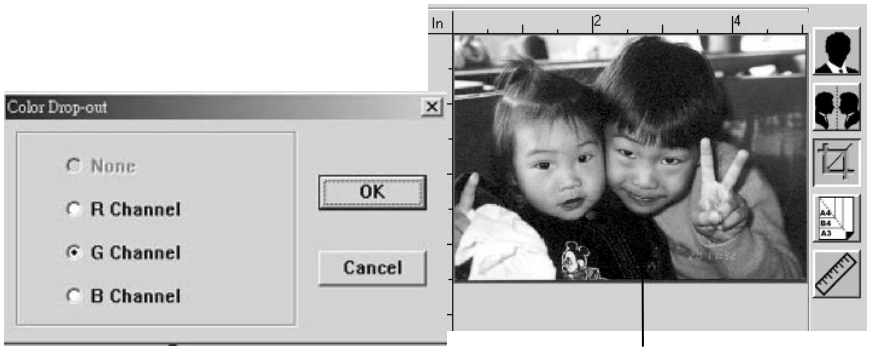


Move the pointer toward Green, the image turns into a greenish hue.

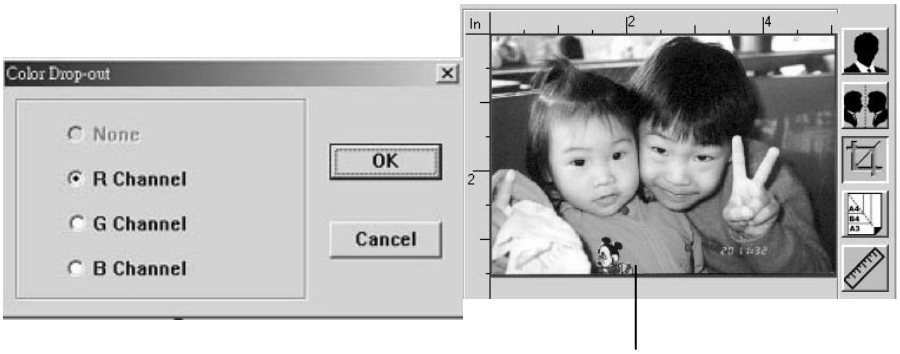
Color Drop-out

Click the button and a dialog box in below will be displayed. This dialog allows you to remove one of the R (Red), G (Green), or B (Blue) color channel. This function is particularly useful when you need to convert text using OCR software.

Note that this function supports only black & white and gray image. Therefore, be sure to choose any black & white or gray image type while applying this function.



The effect on image after removing the G channel



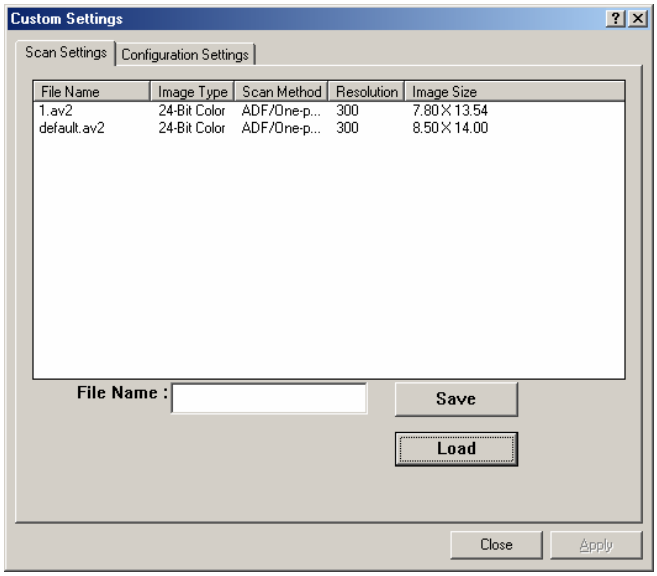
The effect on image after removing the R channel.

Custom Settings

Click the **Custom Settings** button to access a dialog box where you can save your scan settings and configuration settings. There are two tabs: Scan Settings and Configuration Settings.

Scan Settings

The **Scan Settings** tab allows you to save your scanning feature settings in a file, load an existing file, or delete an existing file.



Saving a scan settings file

Type a name for your settings in the **File Name** text box and click the **Save** button. Your settings will be saved and the file name will appear in the list box.

Using a scan settings file

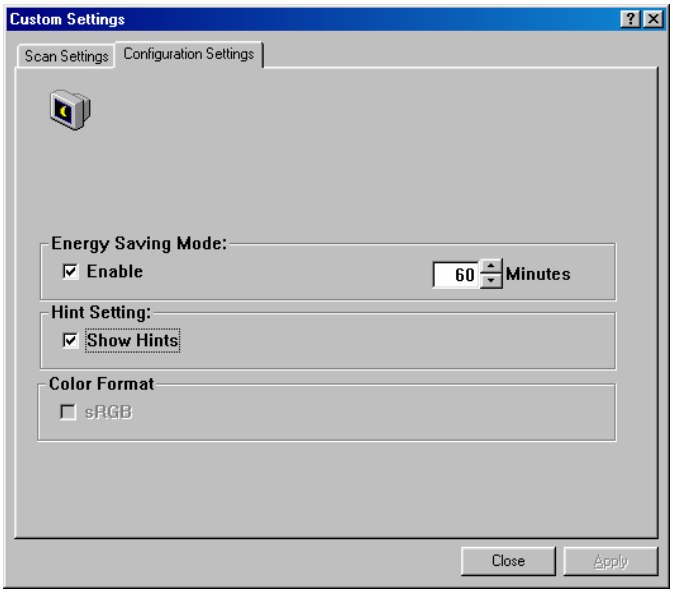
You can use an existing settings file. Right-click the file name for the settings you want to use and click the **Load** button. The settings in the file will automatically be specified in the scanning features dialog box.

Deleting a scan settings file

Right-clicks a file name and press the **Delete** button the computer keyboard to delete the file. Note you cannot delete the default scan settings file default.av2.

Configuration Settings

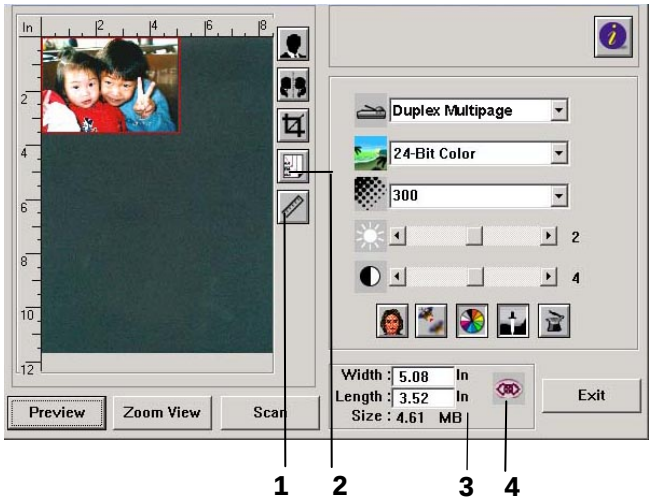
The **Configuration Settings** tab allows you to customize some special settings.



Energy Saving Mode—checks the **Enable** box to enable energy savings. You can specify a time delay in the **Minutes** box. Click the **Apply** button to save the changes. The default setting is 15 minutes.

Hint Setting—check the **Show Hints** box if you want to have flags that show the name of an item appear when you place the mouse cursor on an item in the dialog box. Click the **Apply** button to save the changes.

Using Other Tools



1. Measuring Unit A reminder of the measuring system in use. By clicking the button, you can change the measuring unit.

Choice: Inch, cm, Pixel.

2. Paper Size Provide frequently used scan sizes.

Choice: Card 4”x2.5”, Photo 5”x3”, Photo 6”x4”, B5, A5, A4, Letter, and Scanner Maximum.

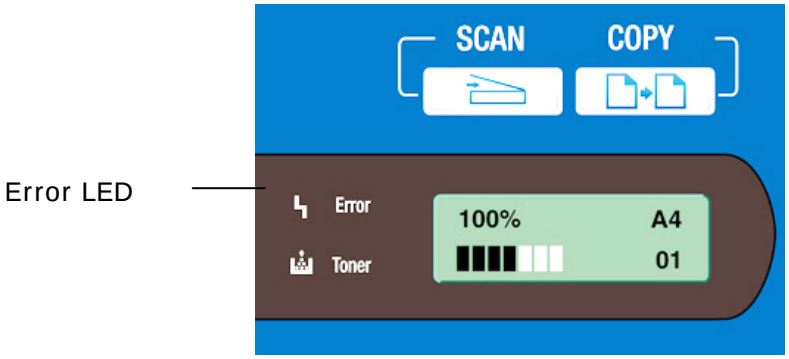
3. Image Size Display image size for the scanned area.

4. Lock Image Fix your output width and height.

10. Troubleshooting

Clearing A Warning or Error Message

If a problem occurs during operation, a warning or error message will display on the LCD panel. In addition, the Error LED will be flashing or solidly lit to indicate a warning or an error status. To solve the problem, please follow the on-screen instruction or the following table for more detailed information.



Warning Message

Message	Description or Solution
Toner Empty **Replace Cartridge**	Toner empty. Replace a new toner cartridge.
Toner Low **Replace Cartridge**	Toner remain is lower than 20%. The machine can still perform printing or copying function yet with poor quality.
Fuser Low **Replace Fuser**	Low fuser temperature. Order and replace a fuser.
Auto Detect Fail **Open & Close Cover**	Fails to detect paper size. Open and close document cover to detect again.

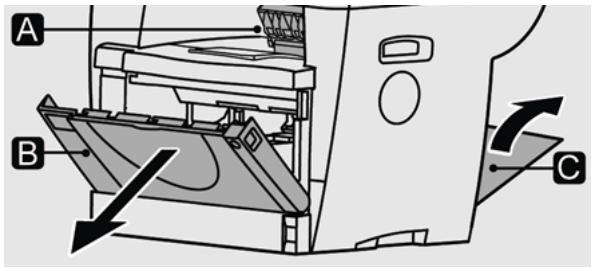
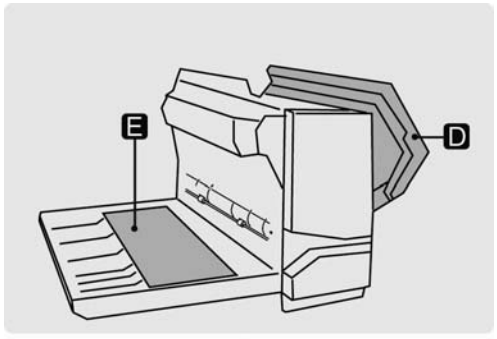
Warning Message

Message	Description or Solution
Book Mode A3🗋 Paper Not Support	When using Book mode, users choose unsupported paper size. The unsupported paper size includes A3, Legal, B4, Double Letter, and 8K.

Error Message

Message	Description or problem solving steps
Service Code Error: #	An unknown MFP hardware error. Restart the machine or call service.
Scanner Error	
Scanner Module Error: Code #	Scanner hardware problem. Restart the machine or call service.
Motor Error Press #	It is possible that the scanner motor is malfunctioned. 1. Press the "#" button. 2. If the message still display, check motor or call service to replace the motor.
Scanner Lamp Error,Press #	It is possible that the scanner lamp is malfunctioned. 1. Press the "#" button. 2. If the message still display, call service to replace the lamp.
Chassis Lock Unlock, Press #	The scan unit is locked. 1. Locate the lock switch on the left side of the flatbed glass and unlock the switch. 2. Press the "#" button. The MFP is ready to use now.

Error Message

Message	Description or Problem solving steps
Printer Error	
Printer Module Error: Code #	Printer hardware problem. Restart the machine or call service.
Duplex Module Error	Duplex module can not work. Check duplex module or call service to replace it.
No Duplex Module Press # to Abort	No duplex module is installed. Press # to cancel the duplex job. Please purchase and install a duplex module. Be sure to restart the machine again to perform the duplex job.
No Cartridge Install Cartridge	No cartridge is installed. Please install a cartridge.
No Fuser Install Fuser	No fuser is installed. Please install a fuser.
Jam at Printer Open Cover A~E	Printer paper jam. Remove paper from the indicated positions.  Paperjam at the main unit  Paperjam at the duplex module

Error Message

Message	Description or Problem solving steps
Printer Error	
Paper Mismatch **Press # to Abort**	The paper size you have specified does not match with the paper size in your tray. Press # to cancel the job.
Cover B Open **Close It**	Cover B is open. Close cover B.
Cover A or C **Close It**	Cover A or C open. Close Cover A or C.
Cover D Open **Close It**	Cover of duplex module is open. Close cover D.
Cover E Open **Close It**	Cover of duplex module is open. Close cover D.
Tray 1 Open	Tray 1 opens. Close Tray 1.
Tray 2 Open	Tray 2 opens. Close Tray 2.
Tray 1 Empty **Add Paper**	No paper in tray 1. Please add paper in tray 1.
Tray 2 Empty **Add Paper**	No paper in tray 2. Please add paper in tray 2.
Manual Tray **Empty, Add** **Paper**	No paper in manual tray. Please add paper in manual tray.
Watermark Fail **Reset** **Watermark**	Failed to insert watermark. Reload the watermark in Button Manager.
Memory Full **Print:1 Abort: 2**	Memory full due to too many scan jobs (too many pages). This error usually occurs when “Auto Collate” or “Rotate Collate” function has been used. • Press “1” to print or copy the previously successful scan job • Or press “2” to cancel the job. Separate your documents in a few stacks to complete your job.

Error Message

Message	Description or Problem solving steps
Network Error	
IP Conflict	The same IP address on the network has been found. Specify another IP address.
Host Name Conflict	The same host name on the network has been found. Specify another host name.
No Cable	No network cable has been connected. Connect a network cable.
DHCP Fail	A wrong DHCP server. Check with your network administrator for a valid DHCP server.
Subnet Mask Error	A wrong subnet mask IP. Check with your network administrator for a valid subnet mask IP.
Gateway Error	A wrong gateway IP. Check with your network administrator for a valid gateway IP.
Connect Speed Setting Fail	The network speed specified by the machine does not match with network environment. Check with your network administrator.

Error Message

Message	Description or Problem solving steps
Storage & Net Scan Error	
Memory Full	Delete job IDs to release the product memory.
ID is not found	ID input is not correct. Input a correct ID.
Receive Fail	Please check network on MFP, and receive file again.
Invalid Password	Password input is not correct. Input a correct password.
Delete File Fail	The file is being printed. You can not delete a file which is working.
ID is existed	Net Scan: Input a different ID. Storage Copy: Choose “Append” shown on the LCD to append the current file to the same ID file in the product memory, or input a different ID. Storage Print: The product changes the ID number automatically, or delete the ID job if it fails to be saved.
Paper not match	The number of the front pages scanned is different from that of the back pages.
CF Card / CF Card R/W Fail	The product does not detect the CF card. The error will disappear later.
No Job Exist	This error happens when performing the Job Print/Job Delete command with no storage jobs in the CF card.

Technical Support

If your problem still exists after trying the above solution, please contact our technical support.

Avision Inc.

No. 20, Creation Road I, Science Park, Hsinchu 300, Taiwan, ROC

TEL: +886 (3) 578-2388
FAX: +886 (3) 577-7017
E-MAIL: service@avision.com.tw
Web Site: http://www.avision.com

11. Maintenance

Cleaning The Glass

The product is designed to be almost maintenance-free. However, it still needs to be cleaned occasionally to ensure optimum image quality and performance.

To clean the glass,

1. Open the document cover as shown below.
2. Dip a soft clean cloth with isopropyl alcohol (95%).
3. Gently wipe the flatbed glass and the white sheet beneath the document cover to remove the dust or any toner particles.
4. Close the document cover. Your machine is now ready to use.

1. Document Cover
2. Flatbed Glass

Clearing the ADF Paper Jam

In the event of a paper jam in the ADF, follow the procedures below to remove the paper:

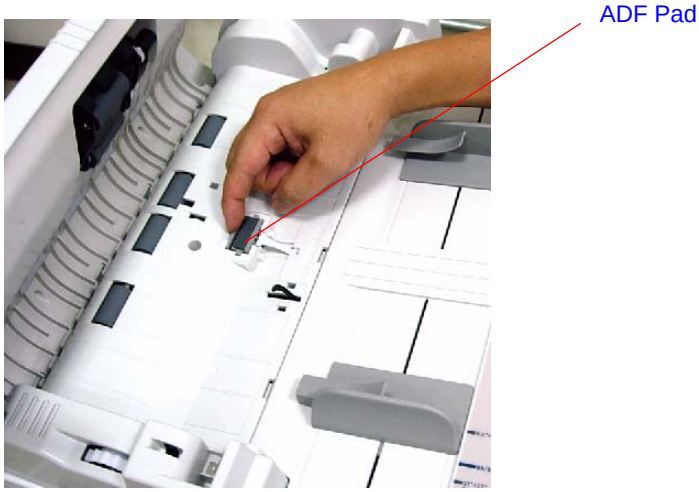
1. Gently open the ADF front cover to the left.
2. Carefully pull the paper out of the ADF unit.
3. Close the ADF front cover. Your product is now ready to use.

Replacing the Snap-in Pad Module

After scanning many and many pages through the ADF, the pad may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the pad module with a new one. For ordering the pad module, please consult your nearest dealer and follow the procedure below to replace it.

Disassembling Procedure

1. Gently open the ADF front cover.
2. Remove the ADF snap-in pad module by pressing the lock upward.



Assembling Procedure

1. Gently open the ADF front cover to the left.
2. Remove the ADF pad module from the box.
3. Place it into the holes until it snaps into place.

Replacing a Toner Cartridge

To replace a new toner cartridge,

1. Open the front cover by pressing the release button as shown.

2. Remove the used toner cartridge from the machine.

Caution!

To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.

3. Remove the plastic bag of the new cartridge and remove the tapes as shown.

Important!

Before installing a new toner cartridge, please first remove the tapes of the toner cartridge.

4. Insert the new cartridge to its place as shown.

5. Close the front cover.

Replacing a Fuser

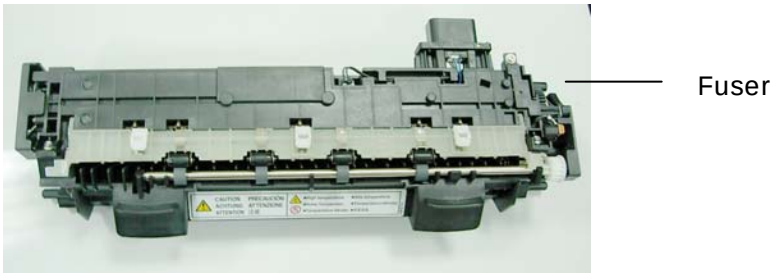
To remove a current fuser,

1. Open the rear cover by pressing two snap-in buttons as indicated.

2. Remove the rear cover.

3. Raise the lock arms at two sides.

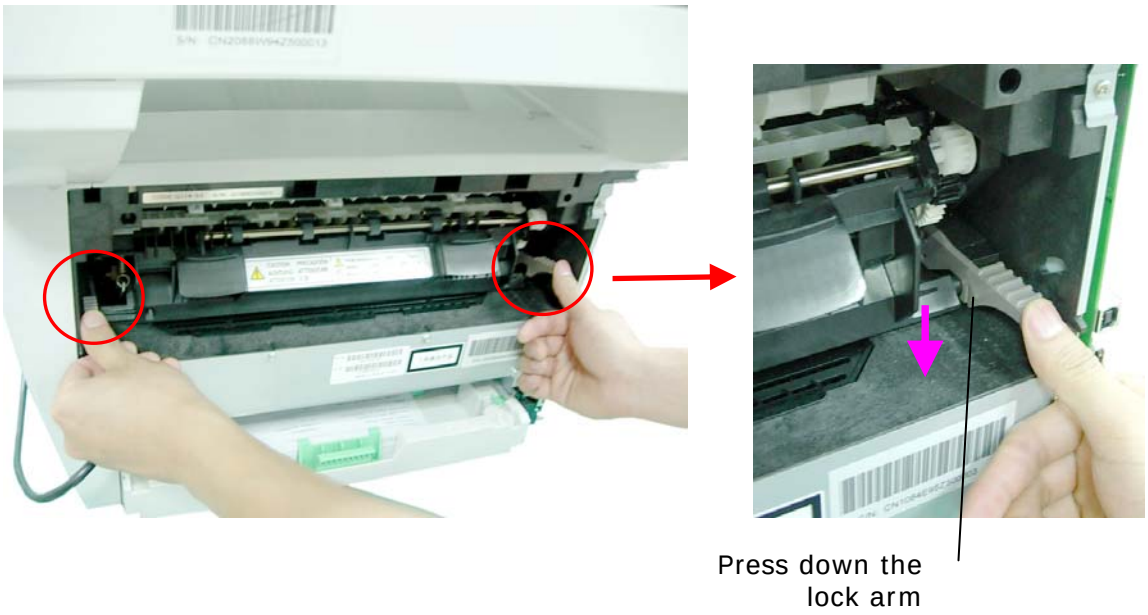
4. Pull the fuser out of the machine as illustrated.



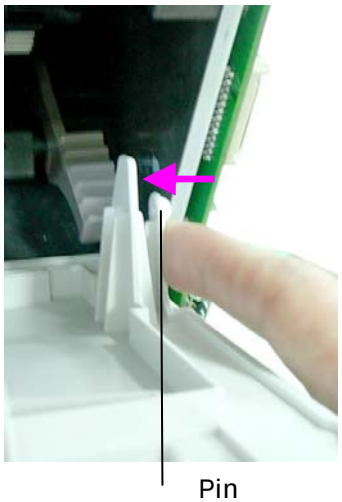
To install a fuser,

1. Insert the fuser to its original position at the back of the machine as illustrated.

2. Press down the lock arms at both sides as illustrated.



3. Insert the rear cover back to its original position and press pin inwardly as illustrated.



4. Close the rear cover as illustrated.

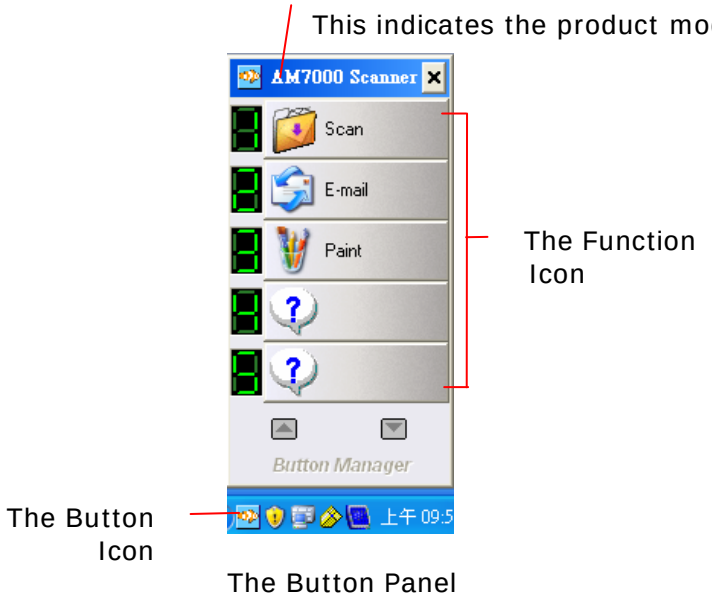
Appendix

Scanning From The Button

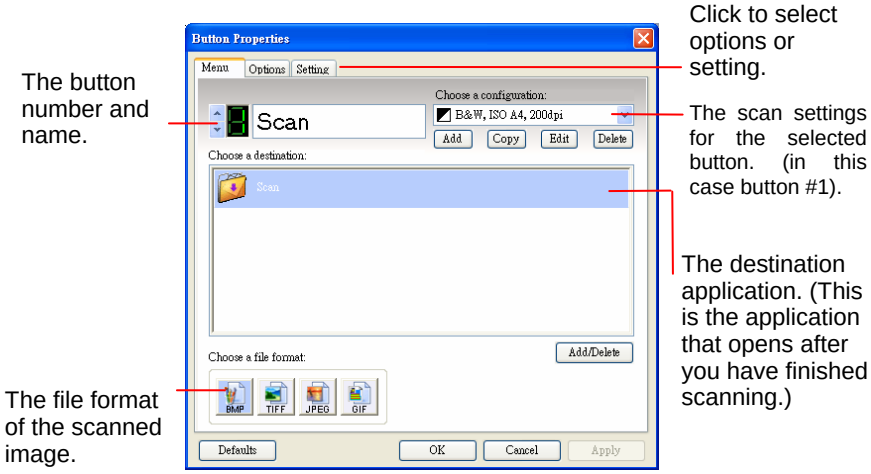
By simply pressing the Start button on the product, the product allows you to scan a document and send the scanned image to a designated destination application. Yet, before you scan, it is recommended to set up the button configurations first to ensure a proper file format and a destination application.

Setting Up The Button Configurations Before Scanning

1. After the scanner driver has been successfully installed on your computer, the Button Panel will be displayed in the Windows System Tray at the bottom right corner of your computer screen.



2. The Button Panel shows the first three scanning buttons. Right-click any button (function) you wish to set up, the Button Properties window appears.



The default settings are indicated in highlighted color. If you wish to change the setting, use this window to reset the setting for the file format, destination application, or other scan settings. See “Configuring the Button” in the subsequent section to reset the settings.

3. Click the **OK** button to leave the window.

Note:

If the Button Panel has not been displayed in the Windows System Tray after restarting your computer, please just turn off and on your product. The Button icon will then be displayed on the right corner of the Windows System Tray.

Scanning From A Touch Of The Start Button

1. Place the original document face down on the flatbed glass and align it in the upper-left corner.

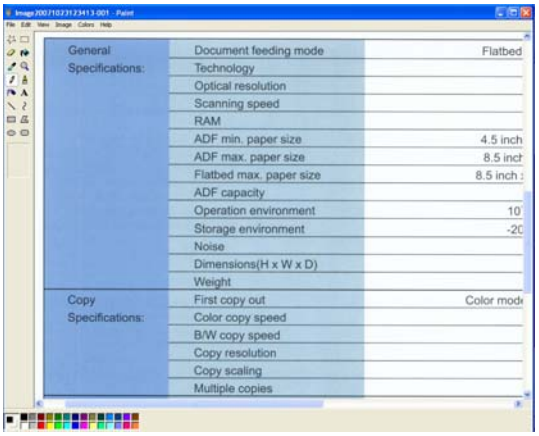
2. Press the Scan button to enter scan mode.

3. The LCD screen displays the following Scan To message. Press the arrow buttons to select your desired destination application, for example, Microsoft Paint.

Scan To 3-Paint
Press ◀ ▶, Start

4. Press **Start** on the product to start scanning.

5. After the scanning is finished, the designated application will be launched and the scanned image appears in the main window of the designated application (For example, Microsoft Paint) as below.

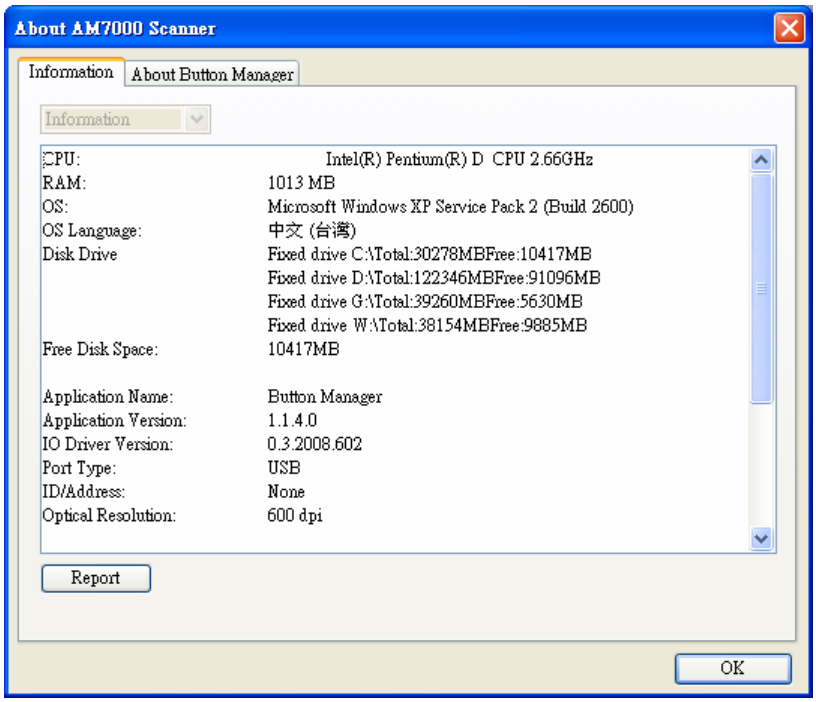


Accessing System Information

If you encounter an error message and can not solve the problem, you can send a report.txt file to your nearest service center for quick trouble shooting. To send the report.txt file, please follow these steps.

1. Right-click the button icon ( ) on the right bottom of your screen. A pop-up screen appears.

2. Click **"About"** to prompt the Information dialog box.



3. Click the **Report** button. A report.txt file (C:\Button_Report.txt) will be generated and displayed on the screen. Please send this file to the nearest service center for a quick trouble shooting.

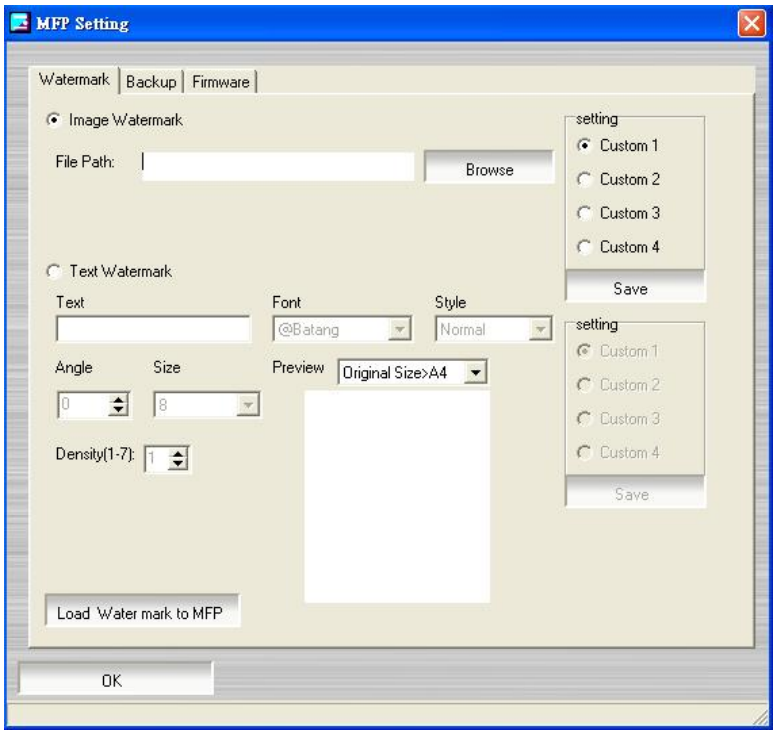
Using the MFP Settings

In addition to providing scan and quick link to your application, the embedded Button Manager also allows you to configure more MFP settings including adding watermark on your copies, storing temperate copy jobs, and updating firmware.

To use the MFP Settings,

1. Right-click the button icon ( ) on the right bottom of your screen. Select the MFP Settings while a pop-up screen appears.

2. The MFP Setting dialog box appears. Access the watermark, backup , or the firmware function by choosing the corresponding tab.



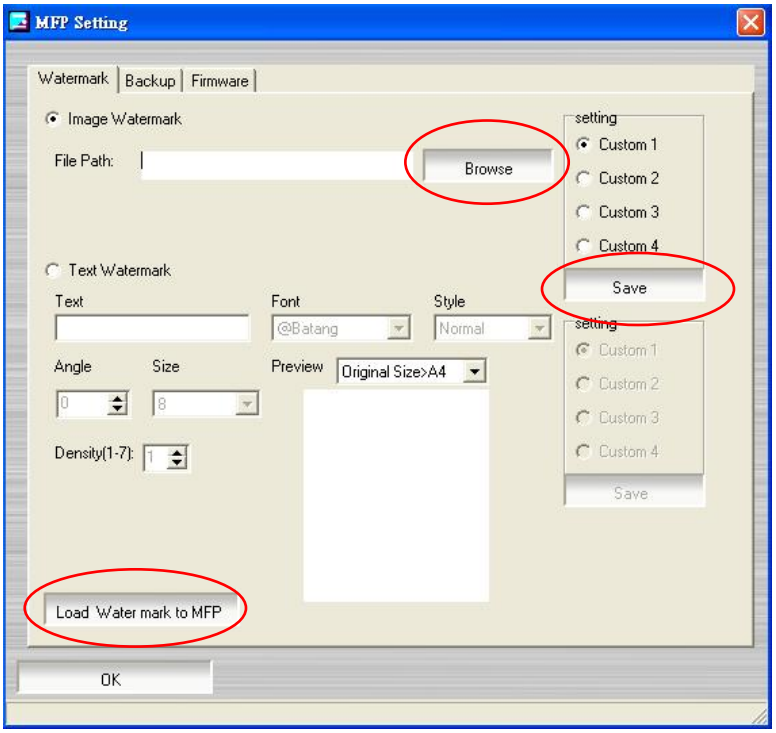
Adding Watermark on Your Document

Before using this function, you need to enable watermark by pressing the Menu button and then choose "**2. Copy Setup**" >"**27 Watermark**" >"**ON**" on the LCD screen.

Adding An Image Watermark

To add a picture to your copied documents as watermark,

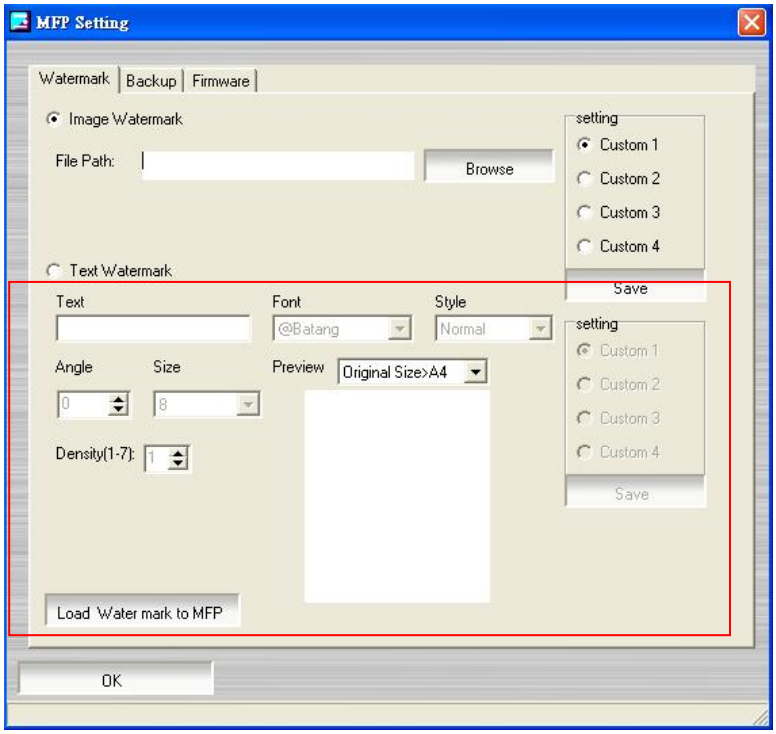
1. Select the Image Watermark option, and your desired picture path from the **Browse** button.
2. Save your desired picture path by choosing one of the custom options, and click the **Save** button.
3. If you wish to load the image to MFP, click the **Load watermark to MFP** button. After completing loading the image, an **Update Successfully** message will display on the screen.
4. Click the **OK** button to save all settings.



Adding A Text Watermark

To add a text to your copied documents as watermark,

1. Select the Text Watermark option, type a text in the text field of Text, and then select your desired font or style from each of the dropdown lists.
2. Save your text watermark by choosing one of the custom options and then click the **Save** button.
3. If you wish to load the text to MFP, click the **Load watermark to MFP** button. After completing loading the text, an **Update Successfully** message will display on the screen.
4. Click the **OK** button to save all settings.



Angle	The Angle dropdown list allows you to choose your text angle.
Size	The Size dropdown list allows you to choose your text size.
Density	The Density dropdown list allows you to choose your text density.
Preview	The Preview dropdown list allows you to view your text watermark.

Enabling the Backup Function

This product allows you to save all the printing or copying jobs in a computer which is connected to this product via a USB cable. To save all the printing or copying jobs, you need to enable the Backup function.

To enable the backup function,

1. Press the **Menu** button on the control panel. The LCD screen shows the following **Menu** screen.

Menu/to select
Press ◀▶, Num

2. Press the Set button, the Left-arrow or the Right-arrow button. The LCD screen shows "**1. Common Setup**".

1. Common Setup
Press ◀▶, Set

3. Press the Left-arrow or the Right-arrow button repeatedly until the following screen is displayed.

16. Backup
Press ◀▶, Set

4. Press the **Set** button and the arrow key until the LCD screen shows "**ON**".

ON
Press ◀▶, Set

5. Press the **Set** button to save the setting.

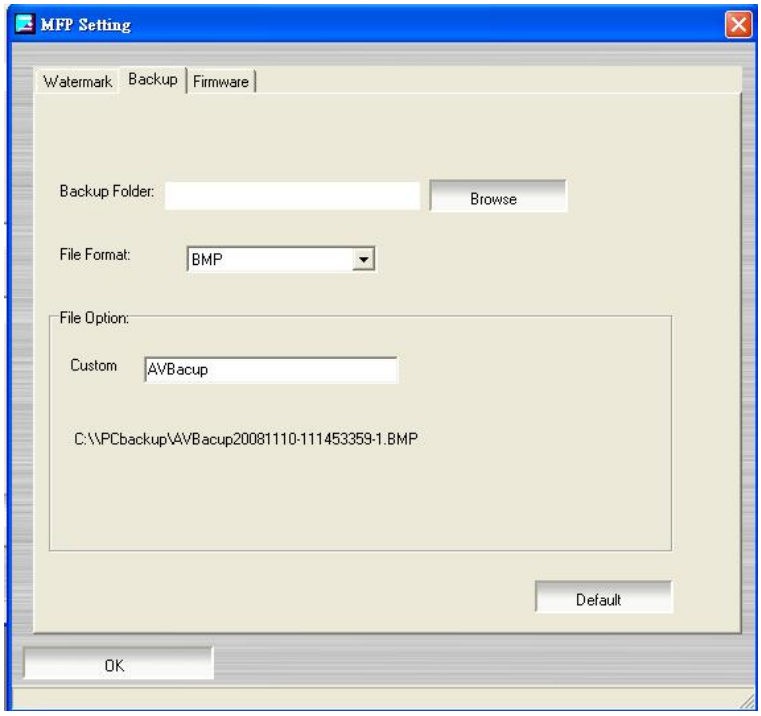
6. Press the **Stop/Clear** button to leave the menu screen and enter the operation mode.

Specifying the Backup Path

After the Backup function has been enabled on the LCD panel, please follow these steps to specify your desired file path.

To specify your file path,

1. On The MFP Setting dialog box, click the **Backup** tab to prompt the following Backup screen.

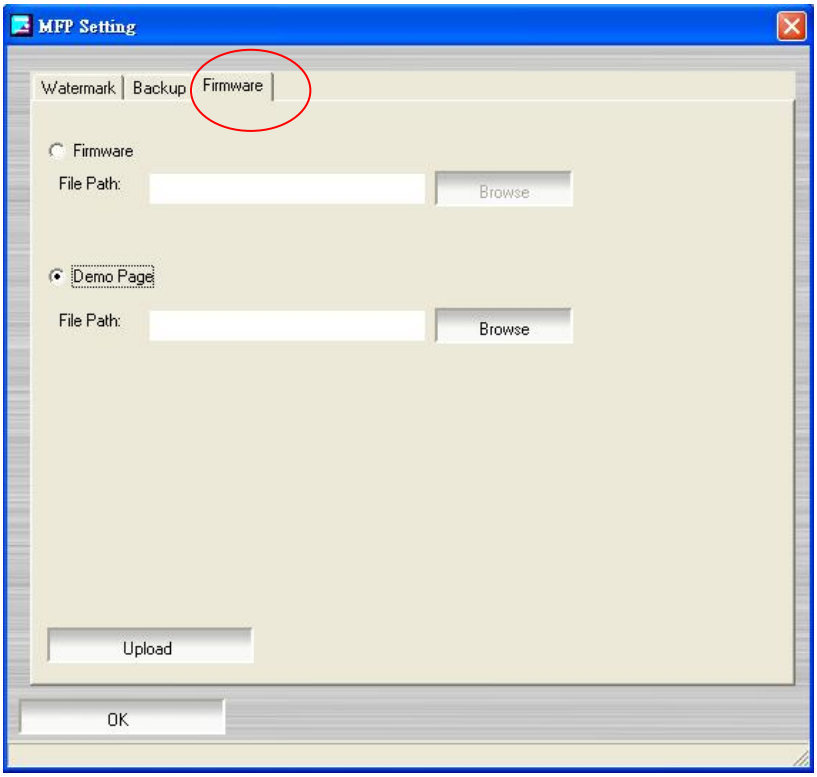


2. Click the Browse button to select your path.
3. Choose your desired file format from the File Format dropdown list box. The choice includes PDF, BMP, and TIFF.
4. Type your preferred prefix of a file name. A full saved file name is composed of the prefix you give, the year, the month, the date, a dash symbol, the hour, the minute, the second.
5. If you wish to return to factory default setting, click the Default button.

Updating Firmware

You can upload the product's firmware into the product by clicking the Firmware tab. Yet before updating the firmware, make sure the latest firmware is available from your computer.

1. On the MFP Setting screen, choose the **Firmware** tab.



2. Choose **Firmware** and click **Browse** to select your firmware file.

3. Click **Upload** to upload the firmware to the product. After completing, an **Update Successfully** message will display on the screen.

4. Turn off the MFP and then turn it on again.

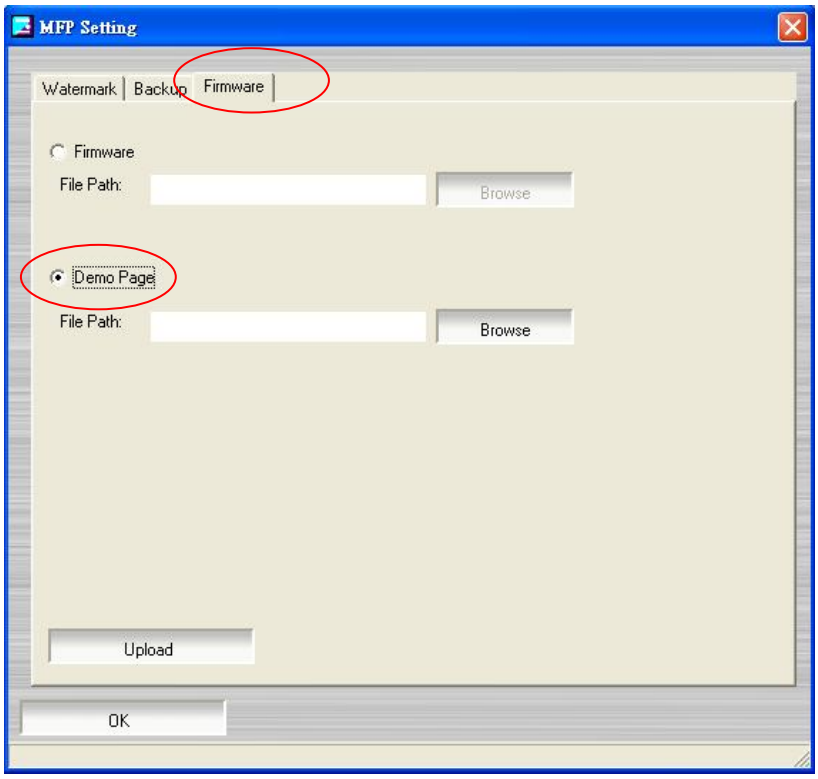
5. Click **OK** to save all settings.

Loading and Printing a Demo Page

This machine allows you to upload your desired demo page to the MFP.

To upload a demo page,

1. On the MFP Setting screen, choose the **Firmware** tab.



2. Choose **Demo Page** and click **Browse** to select your file.

3. Click **Upload** to upload the demo page to the product. After completing, an **Update Successfully** message will display on the screen.

4. Turn off the MFP and then turn it on again.

5. Click **OK** to save all settings.

To print a demo page,

The condition to print a demo page is as follows:

- Paper tray has to be set in tray 1.
- Paper size has to be specified as A4 LEF.

To print a demo page,

When the machine is in ready mode, press and hold the “Back” button for 3 seconds. The demo page will be automatically printed.

Viewing the Embedded Web page

The embedded website allows you to remotely watch the status of this machine, update scan profiles, rename/delete storage jobs, and change network settings.

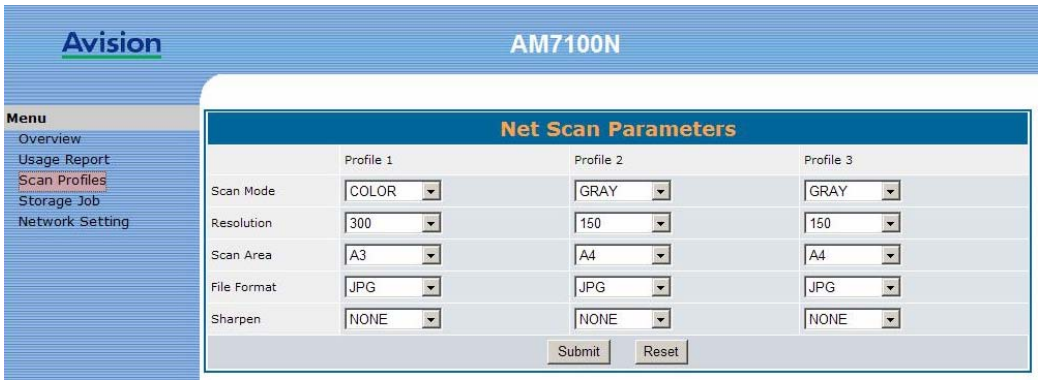
To view the embedded website,

1. Start your browser, Microsoft I.E. 5.0 or higher, or Netscape Communicator 6.0 or higher, or Mozilla Firefox.
2. Type IP address of the product in the URL field. For example, http://10.1.30.83 The product's embedded webpage appears as shown below.

3. Click **Usage Report** to prompt the following **Usage Report** page.

Avision
AM7100N
Menu
Overview
Usage Report
Scan Profiles
Storage Job
Network Setting
Usage Report
System
Product Name AM7100N
Product Serial Number 1
Cartridge Serial Number 200709 A26801718
Total Power On Time(hr,min) 0 , 0
Copy Count
Flatbed Page Count 190
Large Paper Count 338
Small Paper Count 386
Print Count
Overall Large Page Count 1101
Overall Small Page Count 5913
Large Page Count of this Lot 1101
Small Page Count of this Lot 5913
Print Page Count of this Cartridge 1835
Toner Usage Remain 80%
Printer Error Counts 657
Last 4 Error Code 9 9 9 9
Scanner Module
Scan Page Count from Scanner Module 329
Total Flatbed Pages Scanned Times 0 , 0
Scanner Error Counts 4
Last 4 Digits Error Code 19 17 19 19

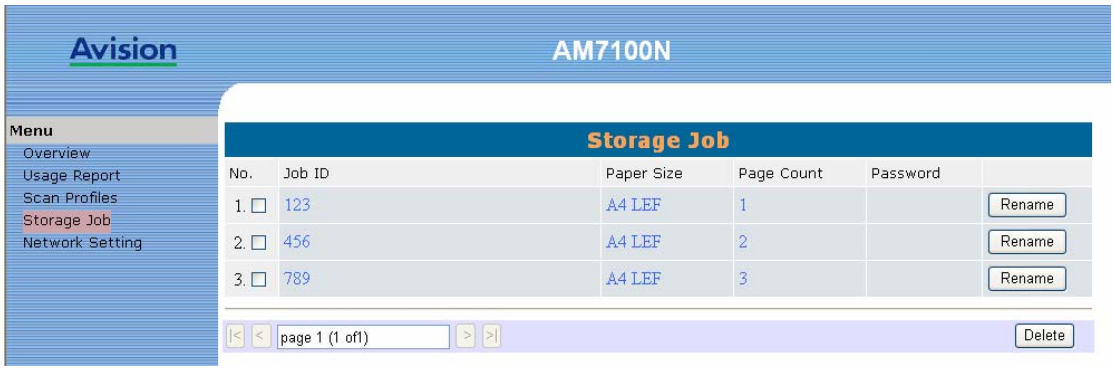
4. Click **Scan Profiles** to prompt the following **Net Scan Parameters** page.



After updating settings on this page, click **Submit** button.

Click **Reset** button if you want to recover the previous settings.

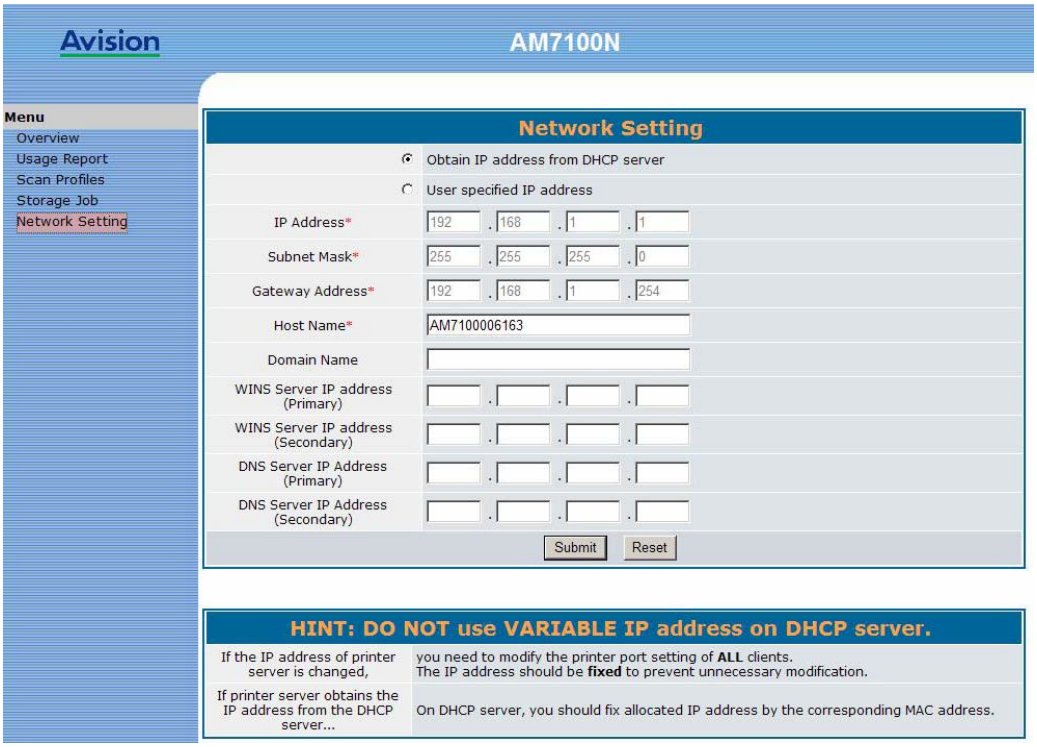
5. Click **Storage Job** to prompt the following **Storage Job** page.



After checking any of the Job ID items on this page, click **Delete** button to delete the specified job IDs in the product memory.

Click **Rename** button to follow the on-screen instructions for renaming the specified job ID.

6. Click **Network Setting** to prompt the following **Network Setting** page.


Avision
AM7100N
Menu
Overview
Usage Report
Scan Profiles
Storage Job
Network Setting
Network Setting
Obtain IP address from DHCP server
User specified IP address
IP Address*
192 . 168 . 1 . 1
Subnet Mask*
255 . 255 . 255 . 0
Gateway Address*
192 . 168 . 1 . 254
Host Name*
AM7100006163
Domain Name
WINS Server IP address (Primary)
WINS Server IP address (Secondary)
DNS Server IP Address (Primary)
DNS Server IP Address (Secondary)
Submit
Reset
HINT: DO NOT use VARIABLE IP address on DHCP server.
If the IP address of printer server is changed,
you need to modify the printer port setting of ALL clients.
The IP address should be fixed to prevent unnecessary modification.
If printer server obtains the IP address from the DHCP server...
On DHCP server, you should fix allocated IP address by the corresponding MAC address.

After updating settings on this page, click **Submit** button.

Click **Reset** button if you want to recover the previous settings.

Note:

1. After the network settings are specified, the product must be rebooted to apply all updated network settings.
2. If you want to use the network function and let your PC successfully connect to the product, the network cable must be plugged into the product before the product is powered on.
3. If you plug the network cable into the product after powering on the product, you must reboot the product to enable the network function.
4. After the network settings are updated via the Menu button on the control panel or the embedded web pages, you must unplug the network cable for about 5 seconds, plug in again, and then reboot the product to apply the updated the network settings.

Installing A Duplex Module(Optional)

To install a duplex module, follow these steps:

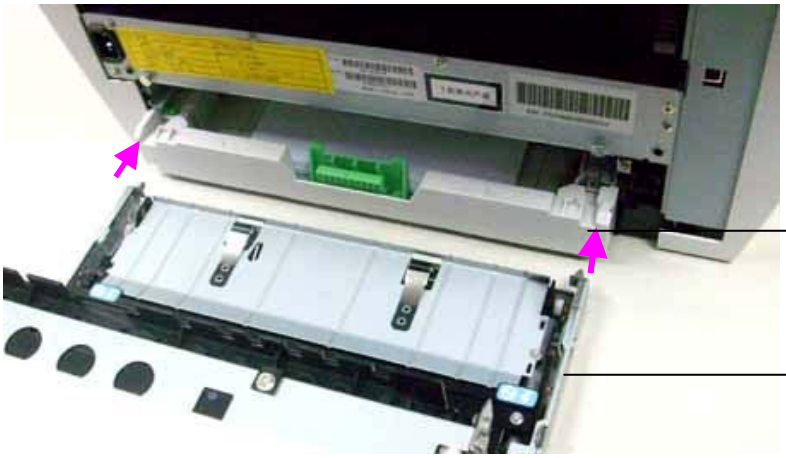
Important!

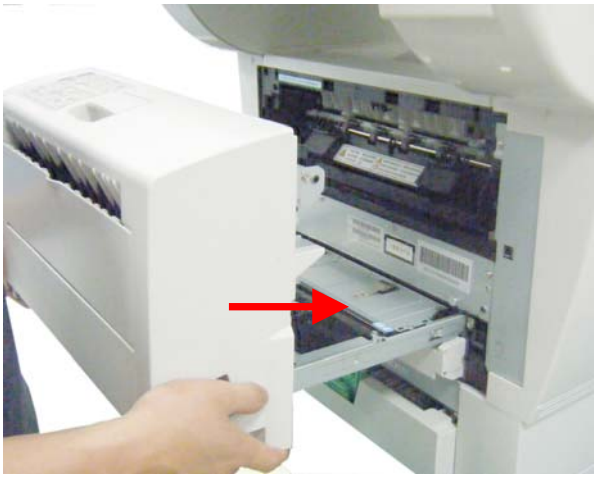
To install a duplex module, please first turn off this machine by pressing the power switch to “OFF” at the front of machine.

1. Open the rear cover by pressing two snap-in buttons as indicated.

2. Remove the rear cover.

3. Align the front of the duplex module to the tracks on both sides and insert the duplex module to the machine as shown.



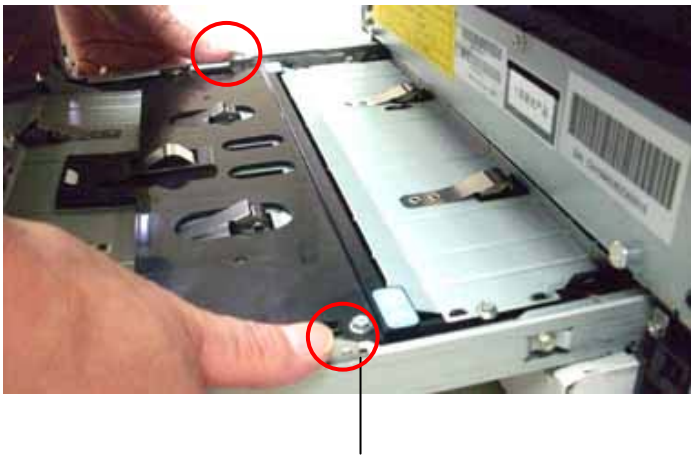


To remove a duplex module, use the following steps:

1. Press the release button to pull the duplex module as indicated.

Release Button

2. Gently remove the duplex module and press two mortise locks as indicated.

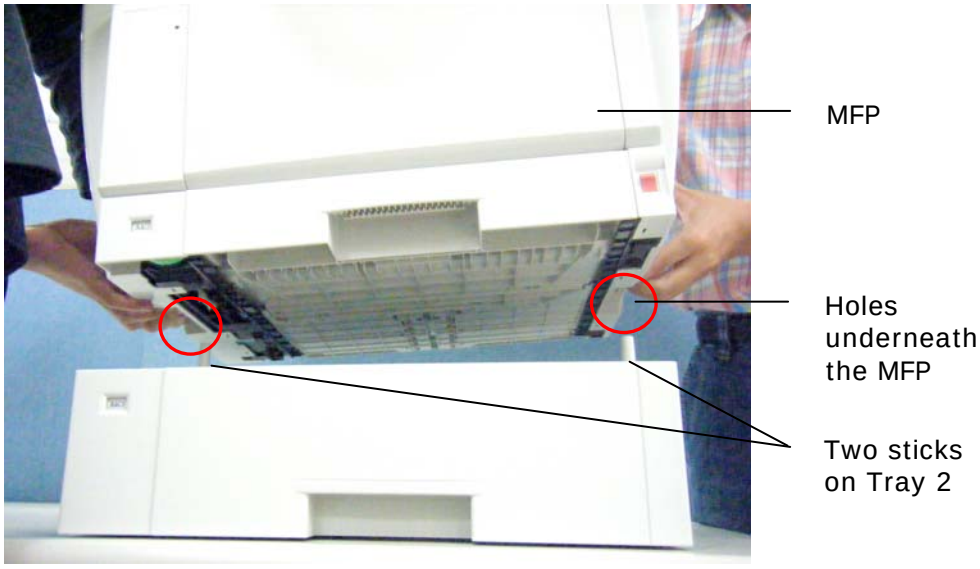


Mortise Lock

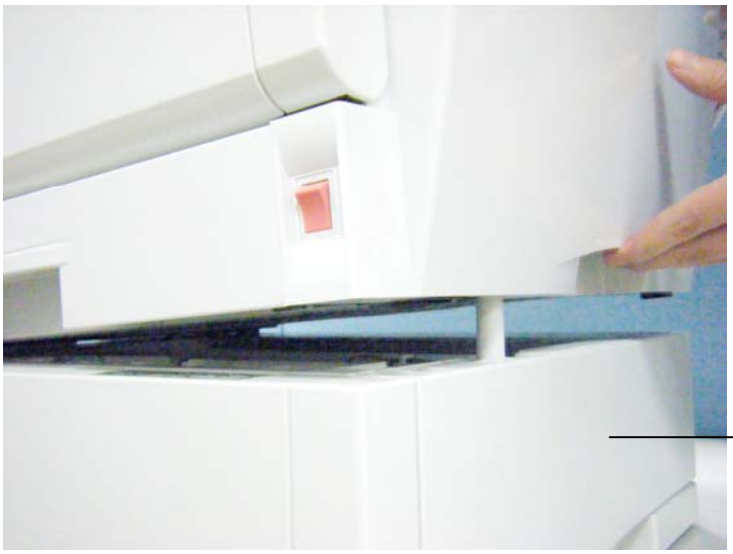
Installing Tray 2 (Optional)

1. Place tray 2 on a proper platform.

2. Lift up the MFP machine with two personnel. Each person hold one side of the machine as indicated.



3. Align and insert two sticks on tray 2 to the holes underneath the MFP machine.



4. The installation of tray 2 is completed as shown.

Specifications

All specifications are subject to change without notice.

General	
Type	3-in-1 MFP
Functions	Copier-Printer-Scanner-Network
CPU	366MHz ARM1136 (build in SOC)
Flash memory	4MB + 8GB
RAM	256MB
Dimension (WxDxH)	579mm x 534mm x 570mm
Weight	31Kg
Warm up time	15 seconds or less
LCM	16 X 2 graphic type LCD
Connectivity	Hi-speed USB 2.0 (Device/Host)/ RJ-45
Operation temperature	10°C to 35 °C
Storage temperature	-40°C ~65°C
Current Consumption	100~127Vac, 9A 220~240Vac, 5A
Copier Functions	
Copy size	A3, Legal, Letter, A4 ,A5, B4(ISO), B5(ISO), 8K, 16K, Postcard, LGL
Max scanning size	A3
Copy resolution	600 x 600dpi
Copy speed (1 to many)	28ppm (A4 LEF)
Copy count	up to 999, Auto Reset to 1
Zoom	25 ~ 400%
First copy output time (FCOT)	7 seconds or less
N-up copy	2 in1 / 4 in 1 / ID card
Copy mode	Text / Photo / Mixed
Auto size detection	Yes (LTR, LTR ,A4, A4, LGL, A3)
Duplex Copy	Optional

Laser Printer Function	
Printing method	Mono Laser
Printing speed	28 ppm printing (A4 LEF)
Max print size	297mm X 420mm
Min print size	90mm X 148mm
Resolution	600 x 600dpi
Max paper capacity	250 (tray 1) 500 (tray 2, optional 100 (manual tray)
PDLs/Emulations	GDI - Standard
First print out time	7 seconds or less
N-up print	2 to 16
Edge erase	4.23mm (top, bottom, left, right)
Scaling	25 ~ 400%
Duplex print	Optional
Tray 2	Optional
Storage print	Yes
Security print	Yes
Network print	Yes
Scanner Function	
Scanner type	Flatbed/ADF/CIS type, Color/BW
Max scanning size	A3(Flatbed) / 297 x 431.8 mm (ADF)
Optical resolution	600 x 600 dpi
Enhanced resolution	1200dpi
Scan resolution	Text - 600 x 300 dpi Fine Text - 600 x 600 dpi Photo - 600 x 300 dpi Mix - FB: 600x600dpi
Scanning bit depth	Color - 24bit Gray - 8bit B/W - 1bit
File format	Color - JPEG, PDF (JPEG), BMP B/W - TIFF, PDF
Net Scan	Yes

Consumables(option)	
Toner(regular/Max)	6000/15,000 pages
Scanner life	100K scan or 5 years
Printer life	(A4 LEF 3P/J Note 2 Power on time taken as: 8 hours x 22 days x 60 months = 10,560 hours)

Humidity	
Operating Environment	15%~85% RPH
Storage / Transportation Environment	10%~90% RPH

Index

Auto Level, 99
Auto Select, 97
Brightness, 97
BRIGHTNESS AND CONTRAST, 97
BRIGHTNESS CURVE, 101
Button Properties window, 124
COLLATING YOUR COPIES, 43
Color Adjustment, 98
COLOR BALANCE, 103
COLOR DROP-OUT, 104
COMBINING YOUR DOCUMENT, 44
Contrast, 97
COPY MODE
  Mixed, Photo, Text, 42
Custom Settings
  Scan Settings, Configuration Settings, 105
DENSITY, 41
Descreen, 98
DHCP server, 32
Digital Copying, 1
DNS, 32
Duplex
  duplex booklet, manual duplex, 69, 74
Duplex Module, 138
ENLARGING PREVIEWED IMAGE, 97
Ethernet Hub, 22
Gamma, 100
Highlight, 100
Hue, 102
IMAGE TYPE
  Black & White, Halftone, Gray Color, 96
INVERT, 97
IP Address, 32
LAN, 22
Lightness, 102
MIRROR FUNCTION, 97
Moire pattern, 98
Printer Properties, 61
RESCALING YOUR COPIES, 43
RESOLUTION, 97
Saturation, 102
SCAN METHOD
  Flatbed, 96
Select Source, 93
SELECTING PAPER TRAY, 46
Shadow, 100
Sharpen, 98
Watermark, 68
WINS server, 32